
KYRIAS FOUNDATION, INC. LETTER OF INQUIRY

Please complete all questions; the coversheet must not exceed one page

1. Legal name of organization, address, and name of executive director or other authorized official:

1a. Signature of authorized official _____

2. Contact person and title: _____

3. Phone: _____ Fax: _____ E-Mail: _____

4. IRS 501 (c) (3) nonprofit? YES NO

4a. If no, identify your fiscal agent here **and attach a written statement/acknowledgment** from the fiscal agent. _____

5. Amount Requested: _____

6. Type of request: (i.e., historical preservation, education, social, cultural, recreational, community development, environment) _____

7. Organization's mission:

8. Brief summary of the proposal: _____

9. # of Board members: _____ # of non-Board active volunteers: _____

10. # of full-time staff: _____ # of part-time staff: _____

11. Annual organizational budget*: _____ 12. Total project budget: _____

(*for applicant, or for its fiscal agent if applicant is not a 501(c) 3 nonprofit organization)

13. Fiscal Year End: (circle one) December 31 or Other: _____

14. The period this grant will cover: starting _____ ending _____

15. Have you received a grant from the Foundation in the past five years? YES NO

KYRIAS FOUNDATION, INC.

PROPOSAL CHECKLIST

HOW TO APPLY: Include the following information in your application for funding. Please be strategic and concise in your application. **Your proposal narrative (parts 2 and 3 below) must not exceed three pages; proposals that exceed the three-page maximum will not be considered.**

1. Cover sheet

(Note: the checklist is for your benefit and need not be included)

2. Profile of your organization:

- General background on your organization
- Mission of organization
- A brief description of programs and population served and geographic reach

3. Profile of your request:

- Please indicate the specific amount of funding requested and how it will be spent
- Describe the project for which you are seeking funds
- Explain the community need that exists and why this project is important to your constituents and/or the community
- Indicate how you will inform and involve the community about this project
- Describe what you plan to accomplish and how will you measure your progress
- If matching or on-going funding is needed, indicate plans for securing such support

4. Project budget with line item expenses and sources of project income and brief statement of organization's budget (one page)

5. List of Board of Directors and their professional or civic affiliations

INCLUDE THE FOLLOWING ATTACHMENTS: *(attachments A and B are required)*

- A. Copy of organization's determination letter of 501(c)(3) status by the IRS, or evidence of monitoring by a qualified fiscal agent if appropriate (i.e., statement agreeing to serve as fiscal agent)
- B. Financial information, including: a copy of the current annual operating budget with line item expenses and sources of operating revenue and reserve funds, if applicable (for the applicant organization, or for its fiscal agent if applicant is not a 501(c) 3 nonprofit organization)
- C. Letter from collaborating agencies, if appropriate

Proposals should be submitted on white paper (no binders or covers) and stapled in the upper left corner. **One original and four copies of your proposal (parts 1, 2, 3, 4 and 5 above) and one copy of attachments (A and B are required) must be mailed or delivered to the Foundation office.** No faxes will be accepted. Incomplete applications will not be submitted to the Board for consideration.

Note: If you would like to include a cover letter or brochure from your organization, please include only one copy and do not attach it to your proposal.