



The Denver Post Season To Share
a program of The Denver Post Community Foundation

Letter of Inquiry Information Needed

Application fields: applicant enters info

* = required

*Organization Name	Text	
*EIN #	XX-XXXXXXX	
*Phone	XXX-XXX-XXXX	
*Email		
*Website		
*Mission	Text	
*Physical address	Address, City, St, Zip	
*Mailing address	Address, City, St, Zip	
*Primary contact - First	Name – text	
*Primary contact - Last	Name – text	
*Primary contact title	Text	
*Primary contact phone	XXX-XXX-XXXX	
*Primary contact email		
*Secondary contact - must be ED/President/CEO if not already the Primary contact	Repeat all of the above for contact information	

Organization background: (600 words)

Issue Area/Guideline Area – choose only from the STS options of *Children and Youth, Health and Wellness, Homelessness, and Hunger*

Clearly state the reason for the request, what guideline you are interested in and how the funds will be used (600 words)

Demographics and geographic area served (600 words)

Description of the organization’s most recent program impact (600 words)

Attachments:

- *Budget for entire organization for the fiscal year of the program or operating request*
- *2nd Budget – only include if you are asking for program support*
- *Year-to-date financial statements including a balance sheet and income statement*
- *IRS Federal Tax-exempt Letter*