

COMMUNITY FOUNDATION OF GREATER FORT WAYNE  
CONCEPT LETTER FACT SHEET

Organization Name: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone/extn.: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Web site: \_\_\_\_\_

Executive Director Name: \_\_\_\_\_

Executive Director Phone: \_\_\_\_\_

Executive Director E-mail: \_\_\_\_\_

Funding Type:             Agency Support                       Technology Support

Brief Description: \_\_\_\_\_

Total Amount of Request: \$ \_\_\_\_\_ Total Annual Revenue \$ \_\_\_\_\_

Single Year Funding             Multi-Year Funding \$ \_\_\_\_\_ / years

**Concept Letter Checklist**

- Fact Sheet Completed (use as cover for concept letter)
- Narrative (no more than 2 pages)
- Program Budget (except for general operating support requests)
- Most Recent Fiscal Year-End Financial Statements (audited if available)
- A copy of your 501(c)(3) determination letter from the IRS
- Board of Directors List (include meeting dates)

\_\_\_\_\_  
Printed Name, Executive Director

\_\_\_\_\_  
Printed Name, Board President/Chair

\_\_\_\_\_  
Signature & Date, Executive Director

\_\_\_\_\_  
Signature & Date, Board President/Chair

**Fiscal Sponsor Agency Name** (if applicable) \_\_\_\_\_  
(see page 7 of Concept Letter Guidelines and Instructions for fiscal sponsorship criteria)

\_\_\_\_\_  
Printed Name, Fiscal Sponsor Exec. Director

\_\_\_\_\_  
Signature & Date, Fiscal Sponsor Exec. Director