

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 New Program/Project Support Technology Support

Program Name: _____

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)
- Organizational Budget
- 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 6 of Concept Letter Guidelines and Instructions for fiscal sponsorship criteria)

Printed Name, Fiscal Sponsor Exec. Director

Signature & Date, Fiscal Sponsor Exec. Director