

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: _____
Website: _____

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 and/or Full Agency Budget
- 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/CEO

Printed Name, Board President/Chair

Signature & Date, Executive Director/CEO

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