# **WALTER & ELISE HAAS FUND** Sample Letter of Inquiry

**ABOUT THIS SAMPLE**

We understand grantseekers need to use many different online portals hosted by many different grantmakers. To help connect the Fund’s requirements to your process, we offer this sample letter of inquiry for you to use to prepare a letter for us.

Review below to see what you’ll be asked for in our [online grantseeker portal](https://haassr.fluxx.io). You can put your answers in this document, sharing with colleagues as you see fit. When you’re ready, [log in](https://haassr.fluxx.io/) to cut and paste where appropriate.

Please note that

* Some parts of the letter of inquiry allow you to **pick from a list** of prepared options instead of cutting and pasting.
* Cutting and pasting from Word may result in unexpected characters in the online application. Check your work!

Questions about this sample or suggestions for improvement? Please email us at [grantsmanager@haassr.org](mailto:grantsmanager@haassr.org?subject=Suggestions%20for%20Sample%20Letter%20of%20Inquiry).

Thank you!

**CONTACT INFORMATION**

* **PICK LIST**  
  Are you using a fiscal sponsor?  
  *If you answer yes, you’ll be provided with a field to provide the name of your sponsor*
* Organization Name
* Organization Location
* Primary Contact Name
* Primary Signatory Name
* Primary Financial Officer Name
* **PICK LIST**  
  Need to add contacts?  
  *If you answer yes, you’ll be provided with a blank field to provide name, title, email address and telephone*

**ORGANIZATION INFORMATION**

* Please provide a brief description of your organization and its ability to carry out the program.

**REQUEST INFORMATION**

* **PICK LIST**  
  Select a W&EHF program area from the list provided.  
  *When you do, you’ll be provided with contextual help about that program’s guidelines*
* Project Title
* Please provide a one-paragraph summary of the program or project you are proposing  
  *(up to 200 characters)*
* Amount Requested
* Overall Project Amount
* Total Organizational Budget
* Requested grant duration (in months)
* Please provide a brief description of the project or program and funding needed, including the project's intended goals and outcomes, constituents served, and methods to be used to achieve desired results. Note other potential and confirmed sources of financing for the project. We understand you may have extensive materials already prepared. However, we expect only **one to two pages** here (approximately 1,100 words or 7,500 characters).

**FINANCIAL INFORMATION**

* Please provide an overview of the organization's current financial situation, including major sources of support for the organization and campaign pledges and whether or not this funding is pending or committed.

**AUTHORIZATION TO SUBMIT LETTER OF INQUIRY**

* **PICK LIST**  
  Applicant organization must authorize the submission of the letter of inquiry to the Walter & Elise Haas Fund.

**ATTACHMENTS**

None required!