



SAMPLE On Line Application

Letter of Inquiry

General Information

Legal Name Organization Name
Tax ID
Address
City State Zip code
Phone Web Address

Organization Background Information

Mission Statement (limit of 100 words)
Background/History of your Organization (limit of 250 words)
Previous year’s approximate operating budget
Do you perform an annual audit? Yes/No
Have you had a qualified opinion on your audit in the past 5 yrs? Yes/No
Contrary to its connotation, a qualified opinion is not a good thing. Auditors that deem audits as qualified opinions are advising whoever is reading the document that the information within the audit is not complete or that the accounting methods used by the company do not follow GAAP.

Organization Classification

Please select the classifications that best describe your Organization:

Organization Type If Other please describe:
Arts and Culture
Education
Human Service
Other

Organization type defines which program area is appropriate for your application. A museum requesting support for an educational program should apply in our Arts & Culture program area.

Geographical Area Served (more than one may be selected)

Northeast Ohio *broad service to the area* If Other please describe
Cuyahoga County
Geauga County
Lake County
Lorain County
Median County
Summit County
Greater Columbus *broad service to the area*
Franklin County *service within the county only*
Ohio
Other
Nationally

Primary Organization Contact (i.e. Executive Director)

Prefix First Name Middle Name/ Initial Last Name Suffix
Title
Office Phone Extension Email
__correspond regarding this request to the above

Primary Request Contact (i.e. Program Coordinator)

_Same as Organization Primary contact
Prefix First Name Middle Name/ Initial Last Name Suffix
Title
Office Phone Extension Email
Notes (address different than organization etc.) **an opportunity to communicate other info**
__correspond regarding this request to the above

Project Details

Project Title (limit of 20 words)

Mission Impact (limit of 200 words) Provide insight on how this request impacts on our mission of : "helping underserved individuals move toward self-sufficiency as well as provide opportunities for enrichment in the communities we serve."

Please provide a brief project description (limit of 500 words)
(only use as many/few words as needed to state the purpose of your project)

Project Budget
(N/A if requesting General Operating support)

Request Amount
Optional attachment **you may upload**
For Multi-Year requests, term in months **we will consider requests for multiple years**

Project Classification

Please select the classifications that best describe this particular project:

Geographical Area Served

- Northeast Ohio ***broad service to the area*** If Other please describe
 - Cuyahoga County
 - Geauga County
 - Lake County
 - Lorain County
 - Medina County
 - Summit County
- Greater Columbus ***broad service to the area***
 - Franklin County ***service within the county only***
- Ohio
- Other

Nationally

Program Area

Arts & Culture

- Arts Education
- Media and Communication
- Museums
- Botanical
- Performing Arts
 - Dance
 - Music
 - Theater
- Public Recreation
- Visual Arts
- Zoos

Education

- Vocational/ Workforce Development
- Adult Education and Literacy
- College Access
- Higher Education
- K-12 Education
- Early Childhood
- Libraries

The earlier example of a museum would here select "Early Childhood" or "K-12 Education".

Human Service

- Children and Youth
 - Camps
 - Childcare
 - Education
 - Disabled
 - Youth Development
 - Other
- Domestic Violence
- Emergency Food
- Temporary Housing/Homeless Shelter
- Other

Support of Philanthropy

Other

Type of Support

- Capital Campaign
- Challenge Grant
- General Operating Support
- Project Support
- Other

If Other please describe: