

## Check List for Letter of Inquiry Submission for Astraea Foundation Annual Grants

Organization Name: \_\_\_\_\_ Project Name (if applicable) \_\_\_\_\_

Letter of Inquiry submitted by: \_\_\_ Email \_\_\_ Postal Mail Date of submission: \_\_\_\_\_  
(preferred) (no later than Sept. 4, 2009 EST midnight)

### REQUIRED MATERIALS FOR A COMPLETE LETTER OF INQUIRY

(Submit Letter of Inquiry only after you have confirmed with a X or ✓ that each item below has been included)

- \_\_\_ 1. **Completed Letter of Inquiry Cover Sheet and demographic chart (three page document)**
- \_\_\_ 2. **Letter of Inquiry** (follow detailed instructions)
- \_\_\_ 3. **List of Organizational Leadership**, such as Board of Directors (with a brief description of each)
- \_\_\_ 4. **List of Staff** (indicate whether paid or unpaid, with a brief description of each)
- \_\_\_ 5. **Completed Organization's Financial Form** (please indicate start and end dates of your fiscal year on any document containing financial data that you submit). Besides the organization's financials listed below, if this is a project request, please include project financials for most recent year and current year. If inquiring organization is a project of a parent organization, most recent year actuals and current year budget must be included for all the years listed as well
  - \_\_\_ **[Last Year] Organization's finalized income/expense statement from the most recently completed past year** (please indicate start and end dates of your fiscal year). If you are applying for a support of a specific project and this project was already in existence in the previous year, please include a project income/expense statement for the previous year in addition to your organizational income/expense statement.
  - \_\_\_ **[Current Year] Organization's current year working budget**, with income and expense details. If you are applying for support of a specific project and this project is currently active, please include a current year project budget in addition to your overall organizational budget.
  - \_\_\_ **[Grant Year] Organization's projected (estimated) budget for the coming year**. Please keep in mind that notifications for this request will go out in March 2011. If you are awarded a grant, the grant period will most likely be April 2011 until March 2012. This is why we are requesting next year's budget. If you are applying for support of a specific project, please be sure to include a coming year budget for the project in addition to your overall organizational budget.
- \_\_\_ 6. **A list of THREE References** (with name, affiliation, contact information, and how they know of your work (at least two references must be from within your country; if your organization spans multiple countries, at least two references must be from within your region).
- \_\_\_ 7. If applicable, **any overdue grant reports**, if you have received funding from Astraea before