

SAMPLE LETTER OF INQUIRY*

Date

Name

Title if available

Organization

Address line 1

Address line 2

City, state, zip

Dear Mr. or Ms. _____,

My name is [YOUR NAME] and I am the [YOUR TITLE] of [YOUR PROJECT NAME]. I am delighted to present a new arts event/project/program entitled [ARTS EVENT/PROJECT/PROGRAM] to the [NAME OF FOUNDATION] for your funding consideration.

[YOUR PROJECT NAME] is a sponsored project of Fractured Atlas, a non-profit arts service organization. Fractured Atlas will receive grants for the purposes of [YOUR PROJECT NAME], provide oversight to ensure that grant funds are used in accordance with grant agreements and provide reports as required by the grantor.

Mission Statement

This is the purpose of the project – what your project does. Use active verbs and vibrant and exciting words to describe the mission. A mission statement can be as short as one sentence or as long as a paragraph. Consider including the following: Describe who it is going to benefit. Explain why and how you serve your clients/audience in the way that you do. Describe why you started this organization in this industry.

Project description of [ARTS EVENT/PROJECT/PROGRAM]

Give a timeline of event(s), and a concise, specific description of all activities related to the program.

Organizational History

Create a detailed bio for your company – cite artistic and administrative accomplishments. For an individual artist, list your professional background and qualifications.

In [YEAR], [YOUR PROJECT NAME], under the direction of [FOUNDER'S NAME], created its First Program. For the last [NUMBER] years, [NUMBER] of new and returning patrons have come to [YOUR PROJECT NAME] etc.

Need Statement

Briefly state the problem – why does your audience/community need this program? You will expand this for full proposals. Why is it important that your audience see your art?

Project Goals

You can provide a list of bullet points or a paragraph. Examples of project goals are below.

- To enrich the cultural life of your community
- To increase pedestrian traffic in the downtown area for local business and merchants.
- To support area artists in their professional development by working in a collaborative environment combining all artistic mediums to develop the content for the event.
- To provide local residents and area visitors of all ages, ethnicities, socioeconomic backgrounds and education levels with a free and accessible outlet for entertainment.

Should you find our programming compatible with your funding interests, please consider this a formal request for all relevant proposal guidelines, application procedures and deadlines for your next funding cycle. If you require any further information regarding my request, please do not hesitate to contact me at [PHONE NUMBER & EMAIL].

Thank you for your consideration and your time. I look forward to your response.

Best regards,

Name

Project name

Address

City, State, Zip

Phone

Fax

Email

Website

**Print on letterhead if possible. The letter should be no more than 2-3 pages.*