



Sisters of St. Joseph Charitable Fund  
Letter of Inquiry – Spring 2012 Grant Cycle

Due by 3:00 p.m. Wednesday, January 11, 2012

**Before working on this document, please save it as a PDF to your computer using your organization's name as the title of the file. Close the document, open your saved and named file, and begin completing the Letter of Inquiry. Note: The application does not need to be completed at one time.**

**Name of Organization:**

**Organization Mailing Address:**

**Organization Website:**

**Contact Name/Title:**

**Phone/Ext:**

**Email address:**

**Mission/Mission Statement:**

**Annual Organization Budget:**

**Priority Area (Choose One):**      Oral Health      Healthy Lifestyles      Health Equity

**Tax Status (Choose One):**      501(c)(3)      Church      Government Agency

**\*If none of the above, please indicate your fiscal agent for this proposal:**

**Name of Organization:**

**Phone:**

**Contact Name:**

**Email:**

**Funding Request Information**

**Project Title:**

**Request Amount:**

**Total Project Cost:**

**Geographic Area Served by Project (Indicate County/Counties):**

**Begin Date of Project (Month/Year):**

**End Date of Project (Month/Year):**

Please respond to each of the 5 headings in the provided space. For prompts on completing the narrative sections below, please see the document titled *Grant Process 2012 – A Guide for Applicants* which can be found at [www.ssjcharitablefund.org](http://www.ssjcharitablefund.org).

**1. SSJCF Priority Area Addressed**

**2. Project Description**

### 3. Strategy Employed

### 4. Organizational Capacity

### 5. Other Sources of Support

When you have completed this document, please send it as an attachment by email to [rsteffen@ssjcharitablefund.org](mailto:rsteffen@ssjcharitablefund.org) - with "letter of inquiry + name of applicant organization" in the subject line. h

If you have any questions please email Renee Steffen at the email address above, or call 304-424-6080, ext. 101.