



LETTER OF INQUIRY COVER SHEET	
Organization Name ( <i>as it appears on 501(c)(3) letter</i> ):	Date Submitted:
Address:	
City/State/Zip Code and County:	
Organization Phone Number:	Organization Fax Number:
General E-mail Address:	
Website Address:	
Contact Name:	Contact Title:
Contact Phone Number:	Contact Fax Number:
Contact E-mail Address:	
Dollar Amount Requested:	
Total Operating Budget:	Total Project Budget:
When does your fiscal year begin? (month/date)	
Last Baskin Grant Amount:	Month/Year last Baskin grant awarded:
Brief summary of the request ( <b>required</b> ):	
If applicable, list any personnel policies that address gender equity, such as robust parental leave, relationship abuse workplace policies, flex time, or day care:	

**This cover sheet must be attached to the letter of inquiry in one combined document. One original of the complete letter of inquiry and required attachments (listed below) must be sent to the Peggy and Jack Baskin Foundation in addition to emailing a complete electronic version to [support@baskinfoundation.org](mailto:support@baskinfoundation.org) with attachments separated according to the Letter of Inquiry Instructions on the website.**

- Cover sheet
- Letter of Inquiry (two to four single-spaced pages – may be adjusted on request)
- Copy of IRS final determination letter for 501(c)(3) status (must reflect organization’s current name)
- Proposed project budget, showing revenue and expenses
- Current operating budget, showing revenue and expenses
- Current financial statement
- Form 990
- List of other funders, amount committed by each and endowments
- Brochure or newsletter describing the organization’s activities and/or mission (optional)