



HEALTH AND HUMAN SERVICES DIVISION

EFFECTIVE DATE: June 2021

REVISED DATE: June 28, 2024

SECTION: Community Health Care Administration

SUBJECT: Letter of Inquiry for Funding Requests

The letter should be on the letterhead of the organization, have the current date, address, salutation, body, and closure all within two to three pages, with one-inch margins and in 12-point type.

BODY

Paragraph 1: Introduce the need and impact of the problem to be addressed. Provide brief statistics or supportive data.

Paragraph 2: Briefly introduce the solution to the problem, the goal of the project, anticipated outcomes, the target audience, and the specific amount of funds being requested from CHC. Indicate whether you will be soliciting other organizations or whether this is the only organization from whom you are requesting funding, and if so, why. Indicate whether this is a one-time request or a request for ongoing funding.

Paragraph 3: Describe the project objectives and related activities needed to implement the objective(s). Identify the planned outputs (website, brochures, classes, research, programs, services, etc.) and the anticipated outcomes (changes in attitude or behavior, improved self-worth, increased respect for self and others, discipline, literacy, individual and societal benefits, etc.) in measurable terms. Provide timelines for accomplishing activities and/or benchmarks for achieving outcomes.

Paragraph 4: Describe the organization requesting funding and include qualifications, knowledge, or experience relative to the proposed project.

Paragraph 5: Briefly describe what types of costs would be supported by the requested funds (personnel, equipment, supplies, services, etc.)

The letter should be signed and dated by an executive within the organization.

Email completed letters of inquiry to Terri Saltzman, Grants and Project Development Specialist, at fundinginquiry@polk-county.net during the months of August and September of each fiscal year. Please add "CHC Funding Request" in the subject line.