



Spring 2024 Grant Cycle Full Grant Letter of Inquiry Form

Field Hall Foundation provides grants for programs and projects that improve the lives of older adults and caregivers in Dutchess, Putnam and Westchester Counties, NY. Priority is given to proposals focused on the basic needs of low-income seniors (60+ years old) and their unpaid caregivers, new or expanding programs, collaborations, and organizations not previously funded.

As of June 1, 2023, the Foundation has different application processes for small and full-sized grants. This Letter of Inquiry form is **for full grants only** (*requests for more than \$15,000*). Visit the Foundation's website, fieldhallfoundation.org, for a small grant application, as well as guidelines and eligibility requirements. Previous grant recipients are not eligible to apply for another grant until 1) one year has passed since they received a grant, and 2) a final report for that grant has been submitted to and accepted by the Foundation.

If your organization is eligible to apply, complete the second page of this form and email it, along with a Letter of Inquiry (LOI) to phorvath@fieldhallfdn.org by **January 31, 2024**.

Submit the LOI as a Word or pdf document, **two pages or less**, using black, 12-point Times New Roman type. Please include the following information:

1. A brief introduction to the organization, including the mission and programs offered
2. A summary of the proposed program/project, the need it addresses, and its goal(s)
The approximate starting date and duration of the program/project. The grant period for the Spring 2024 grant cycle will be from July 2024 to June 2025. Include an explanation if the proposal has a different timeline.
3. A preliminary budget showing how the requested funding will be allocated and if additional funding is needed for the program/project. Up to 10% of requested funding can be allocated for indirect/administrative costs. Refer to the Dates & Forms page on the Foundation's website, fieldhallfoundation.org, for all allowable costs.
4. How the program/project is typically, or will be, funded. Please note that the Foundation does not renew grants or award multi-year grants.

Contact Patti Lavan Horvath, Program Officer, if you have any questions or would like to discuss a proposal: phorvath@fieldhallfdn.org or 914-813-9103.

**Field Hall Foundation
Spring 2024 Grant Cycle's
Full Grant Letter of Inquiry Cover Sheet**

Date:

Name of Organization:

Organization's Executive Director:

Contact Person and Title (*if not the Executive Director*):

Telephone Number:

E-mail:

Address:

Type of Organization: _____ 501(c)(3) Not-for-Profit _____ Local Unit of Government

Federal Tax Identification #:

Organization's Operating Budget: \$

Dates Covered by the Operating Budget (mo/day/year):

Proposed Program/Project Name:

Purpose of Program/Project (*one sentence*):

Focus Area(s) Addressed: ___ Food Insecurity _____ Home-based Care Services

___ Respite/Support Services for Caregivers _____ Safety/Security

___ Social Work/Case Management _____ Transportation

___ Other; *Specify*:

County(ies) Impacted: _____ Dutchess _____ Putnam _____ Westchester

Proposed Program/Project's Operating Budget: \$

Grant Amount Requested from Field Hall Foundation (over \$15,000): \$

Number of Unduplicated Seniors/Caregivers Impacted by the Requested Funding: