



Spring 2024 Small Grant Letter of Inquiry Form

Field Hall Foundation supports 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.

The Foundation awards small and full-sized grants. As of June 1, 2023, the Foundation has switched to a separate application process for small grants (up to \$15,000). **This Letter of Inquiry is for small grants only.** Visit the Foundation's website, fieldhallfoundation.org, for a Letter of Inquiry form for full grant requests, as well as guidelines and eligibility requirements.

Contact Patti Lavan Horvath, Program Officer, for more information or to discuss a possible proposal: phorvath@fieldhallfdn.org or 914-813-9103.

Instructions

Please complete the attached Cover Sheet and Letter of Inquiry (LOI) as a Word or pdf document using black, 12-point, Times New Roman type and answer all the sections below, in order and labeled accordingly. LOIs submitted as a pdf document must be a read/write document. The completed LOI should be **two pages or less**, plus the cover sheet. *LOIs not adhering to this format will not be accepted.*

The cover sheet and LOI should be emailed to phorvath@fieldhallfdn.org **by January 31, 2024.**

Note: Previous grant recipients are not eligible to apply for another grant until 1) at least one year has passed since receiving a grant, and 2) a final report for that grant has been submitted to and accepted by the Foundation. The Foundation does not award multi-year grants.

Field Hall Foundation
Spring 2024 Small 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:

Federal Tax Identification #:

Organization's Operating Budget: \$

Proposed Program/Project Name:

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

Focus Area(s) Addressed:

- | | |
|--|---|
| <input type="checkbox"/> Food Insecurity | <input type="checkbox"/> Home-based Care Services |
| <input type="checkbox"/> Respite/Support Services for Caregivers | <input type="checkbox"/> Safety/Security |
| <input type="checkbox"/> Social Work/Case Management | <input type="checkbox"/> Transportation |
| <input type="checkbox"/> Other; <i>Specify:</i> | |

County(ies) Impacted: Dutchess Putnam Westchester

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

Proposed Program/Project's Total Budget: \$

Grant Amount Requested from Field Hall Foundation (*up to \$15,000*): \$

Field Hall Foundation
Small Grant Letter of Inquiry

A. Introduction to Organization (*one half page maximum*)

Provide a brief description of your organization, including the year founded, its mission statement, and who you serve. State the number of paid full- and part-time staff and volunteers. Explain how you are unique among other local organizations providing similar services. Include any recognition, awards, licenses, accreditations, and accomplishments.

B. The Need and The Solution (*one page maximum*)

Describe *what* the need or problem is that your proposal addresses, specific to Westchester, Putnam and/or Dutchess counties. Include *who* has this need, and *why* and *where* this need occurs.

Describe *how* your program or project will address or solve the need or problem.

Include how many *unduplicated* seniors and/or caregivers will be impacted by the program as a whole and how many will be directly impacted by the Foundation's grant.

State the proposed program or project's total cost; how much of that cost is to serve seniors (if the program also serves other age groups); and explain how the requested grant funds will be allocated.

The grant period for the Spring 2024 grant cycle will be from July 2024 to June 2025. Include a request for a different timeline, if necessary, with an explanation.

C. The Goal and Evaluation (*one half page maximum*)

Define program/project success and explain how you will evaluate the program/project, both quantitatively and qualitatively.