This form lists the questions on the Letter of Inquiry (LOI) as a planning aid. The actual LOI form is live from March 15-April 1 and is accessed and submitted through the MDBF website.

**Organization name and contact information**

**Organization Background (150 words):** Provide an overview of the organization: mission, history, and programs. Include experience your organization has related to the project for which you are seeking support.

**Project Title (25 words):** Please identify the project in one sentence.

**MDBF Funding Area**: Select *Preserve and Enrich the Triangle’s Cultural Life* *and Landscape* or *Develop and Nurture Artistic Talent*

**Geographical Area Served**: Select one or more of the following: Chatham, Durham, Orange, and Wake Counties, or the Triangle (all four)

**# of Participants**: We are interested in the number of direct participants in the program. For example, include the number of artists who will directly participate in the program. If it is a performance or exhibition, please include an estimate of audience attendance. For capacity building projects, include the staff, board, and others who will directly participate. This field allows a numerical response only.

**How long has the project been operating** (25 words)?: Please indicate how many months or years that project has been in existence. If it is a new effort, please indicate this.

**Project Budget** and **Amount Requested**

**Project Start/End Dates**

**Project Purpose (200 words):** Describe the purpose for the project or the need to be addressed. Indicate specifically how the project connects with MDBF’s funding interests.

**Action Plan (200 words):** Describe the specific activities that will be conducted during this project. Provide a timeline of the major activities. Describe how participants are identified and engaged.

**Anticipated Results (150 words):** Describe what will happen as a result of the project and the grant. How will you assess the project’s results?

**Budget Narrative (100 words):** Summarize the costs of the project and describe how grant funds would be used. At this stage, we are a seeking a general understanding of the project costs. You do not need to give specific line item amounts. If the requested grant amount will not fully cover the cost, what are the other sources of funding?