STUF United Fund Inc.
Guidelines for preparing Letter of Inquiry

1. The Letter of Inquiry must be typewritten in English and is limited to 2 pages, font size 12, single-spaced, and on letter size (8.5” x 11”) papers.

2. The Letter of Inquiry must be signed by the Executive Director of the Applicant’s organization, or Chairman of the Applicant's Board of Directors, or any other responsible executive officer.

3. The Letter of Inquiry must contain the following information:

   - Applicant's organization name and year of creation;
   - Name and contact information (phone, address, email) of the project manager for which funding is requested; organization officers and any other designated contact persons;
   - Website address and social media links;
   - Grant request amount;
   - A brief description of the organization, including its mission, history, target clients and number of clients serviced, major programs, and annual budget;
   - A "Statement of Need" which identifies and explains the social needs that the organization and its proposed project will address and support;
   - A brief description of the specific program or project for which funding is requested, including its general purpose and execution details;
   - A brief description of the Applicant's proposed use and allocation of the grant funds, the intended results of the Applicant's project, and the metrics by which the project's performance will be evaluated;
   - Annual report or brochure may be included.

Please email the letter of inquiry and related files to: info@stuf.ngo