



## **Richard M. Fairbanks Foundation Inquiry Submission Guidelines**

### **General instructions for inquiries**

Written inquiries should be no more than two or three pages in length and include the following information:

- Statement of the issues you seek to address and how your organization is involved
- Brief description of your organization
- Brief summary of the activities the grant would fund, including the objectives and anticipated outcomes
- Total amount of funding needed and other sources of confirmed and/or prospective support
- Total cost of program/project
- Contact information, including your name, email, telephone number, and the organization's address

You may use whatever format and font you like for your written inquiry.

### **Inquiry submission instructions**

You can submit your inquiry by email, phone, or a brief letter using the contact information below. Address all inquiries to Hale Crumley, program officer.

Hale may be reached at 317-846-7111 or at [grants@RMFF.org](mailto:grants@RMFF.org).

Letters may be sent to:

Richard M. Fairbanks Foundation 820 Massachusetts Ave., Suite 1365  
Indianapolis, IN 46204

You are welcome to call or email Hale with any questions before submitting your inquiry.