



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 Ms. Hale Crumley, program officer.

Hale may be reached at 317-846-7111 or at inquiries@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.