

## INVITED INQUIRY FORM

### ORGANIZATION INFORMATION

Tax ID #:  
Legal Org Name:  
Address:  
Telephone #:  
Fax #:  
Email Address:  
Web Address:

### CONTACT INFORMATION

Name:  
Title:  
Email:  
Phone:

### PROPOSED PROJECT

Project Purpose:

Anticipated Request Amount:

Duration of Funding:

Have you discussed this idea with Foundation program staff (Y/N)?  
If yes, please provide WPF contact name.

**Context, Challenge and Opportunity.** Please briefly describe the context in the region and/or the field related to this request, including the need that is prompting the request (and the factors causing that need) and/or the opportunity that will be created as a result of the proposed work. Reference data and research if available.

**Project Description.** Please summarize the core aspects of the project and the proposed use of funds.

**Anticipated Results.** Please briefly describe the results anticipated by the end of the proposed grant term, including the unit and method of measurement and quantitative target if applicable. Please briefly describe the ultimate impact of the project beyond the proposed grant period.

**Project Budget.** Please provide a bulleted list of budget items/categories. Please note whether other funds have been secured for the project, and if so, identify the funding source.

**Organization Capacity & Recent Successes.** Please briefly describe current or past projects and other relevant experience that exemplify your organization's ability to carry out the proposed project. What has been the impact?

**Challenges/Gaps.** Are there gaps in resources and skills that are required for successful completion of the proposed work? If so, please explain. How do you propose to fill these gaps?

**Rationale.** Please describe how your proposed project is aligned with the Foundation's strategic priorities.

## AUTHORIZATION AND ACCURACY CERTIFICATION

By entering your name below, the individual submitting this Inquiry certifies that:

- (1) He/she is an authorized representative of the organization;
- (2) This document has been reviewed and approved for submission by an officer or leader of the organization;
- (3) The information contained herein is accurate;
- (4) The organization does not practice discrimination based on race, gender, religion, age, sexual orientation, or national origin.

Name and title of person certifying this application:

## ATTACHMENTS

The Foundation requires audited financial statements for three years to be submitted with any inquiry/concept paper. Other documents may be submitted that are relevant to the request or have been requested by staff.

Required Documents to be attached:

1. Audited Financial Statements for the three years including the most recently completed fiscal year.

Optional Documents to be attached:

1. [Results, Milestones, Activities](#)
2. Geographic Maps

Once this inquiry has been completed, the inquiry form along with all attachments can be emailed to [grants@williampennfoundation.org](mailto:grants@williampennfoundation.org)

Questions may also be directed to [grants@williampennfoundation.org](mailto:grants@williampennfoundation.org)