

Winter 2024-25 Grant Cycle

**Full Grant Letter of Inquiry Form**

Field Hall Foundation provides grants for programs and projects that improve the lives of older adults and caregivers in Dutchess, Putnam and Westchester Counties, NY.Priority is given to proposals focused on the basic needs of low-income older adults (60+ years old) and their unpaid caregivers, new or expanding programs, collaborations, and organizations not previously funded.

This Letter of Inquiry form is ***for full grants only*** *(requests for more than $15,000)*. Visit the Foundation’s website, fieldhallfoundation.org, for a small grant Letter of Inquiry, as well as guidelines and eligibility requirements. Previous grant recipients are not eligible to apply for another grant until 1) at least one year has passed since they received a grant, and 2) a final report for that grant has been submitted to and accepted by the Foundation.

If your organization is eligible to apply, complete the second page of this form and email it, along with a Letter of Inquiry (LOI) to [phorvath@fieldhallfdn.org](mailto:phorvath@fieldhallfdn.org) **by October 2, 2024**.

Submit the LOI as a Word or pdf document, **two pages or less**, using black, 12-point Times New Roman type. Please include the following information:

1. A brief introduction to the organization, including the mission and programs offered
2. A summary of the proposed program/project, the need it addresses, and its goal(s)

The approximate starting date and duration of the program/project. The grant period for the Winter 2024-25 grant cycle will be from March 2025 to February 2026. Include an explanation if the proposal has a different timeline.

1. A preliminary budget showing how the requested funding will be allocated and if additional funding is needed for the program/project. Up to 10% of requested funding can be allocated for indirect/administrative costs. Refer to the Dates & Forms page on the Foundation’s website, fieldhallfoundation.org, for all allowable costs.
2. How the program/project is typically, or will be, funded. Please note that the Foundation does not renew grants or award multi-year grants.

Contact Patti Lavan Horvath, Program Officer, if you have any questions or would like to discuss a proposal: [phorvath@fieldhallfdn.org](mailto:phorvath@fieldhallfdn.org) or 914-813-9103. Field Hall Foundation

**Winter 2024-25 Grant Cycle’s**

**Full Grant Letter of Inquiry Cover Sheet**

**Date:**

**Name of Organization:**

**Organization’s Executive Director:**

**Contact Person and Title** *(if not the Executive Director):*

Telephone Number:

E-mail:

Address:

Type of Organization: \_\_\_\_\_\_\_ 501(c)(3) Not-for-Profit \_\_\_\_\_\_\_ Local Unit of Government

Federal Tax Identification #:

Organization’s Operating Budget: $

Dates Covered by the Operating Budget (mo/day/year): ­­

**Proposed Program/Project Name:**

**Purpose of Program/Project** *(one sentence):*

**Focus Area(s) Addressed:**  Food Insecurity Home-based Care Services

Respite/Support Services for Caregivers \_\_\_ Safety/Security/Older Adult Abuse

Social Work/Case Management Transportation

\_\_\_ Other; *Specify*:

**County(ies) Impacted:**  \_\_\_ Dutchess Putnam Westchester

**Proposed Program/Project’s Operating Budget: $**

**Grant Amount Requested from Field Hall Foundation** (over $15,000): **$**

**Number of UnduplicatedOlder Adults/Caregivers Impacted by the Requested Funding:**