

LEON H. & CLYMENE M. BOND FOUNDATION, INC.

Letter of Inquiry Guidelines

To begin the grant/donation application process we ask interested nonprofit organizations exempt from Federal taxation under section 501(c)3 of the Internal Revenue Code to submit an initial letter of inquiry to the Leon H. & Clymene M. Bond Foundation, Inc. (the "Foundation"). This letter should include the following items:

- **Organization Description:** Briefly describe the organization and its purposes. Indicate the principal geographic area of service and the specific population served.
- **Proposed Project:** Describe the project including the population that it will serve, how it will benefit those served, and the general impact it will have on the community.
- **Project Budget:** Provide a line item budget of the project expenses and income sources. If you have obtained quotes please provide these as an attachment.
- **A copy of the IRS federal tax exemption determination letter.** This letter must state your organization is exempt from Federal taxation under section 501(c)3 of the Internal Revenue Code.

The letter of inquiry should not exceed two typed pages (excluding attachments). Please mail the letter of inquiry to the following address:

Leon H. & Clymene M. Bond Foundation, Inc.
158 Miramar Drive
Green Bay, WI 54301

If you have any questions you can reach the Foundation by email jennih@bondfdn.org.