



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 to be addressed and your organization's involvement with these issues
- brief description of your organization
- brief summary of the activities for which you are requesting funding, 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, the organization's address, your email address and your telephone number

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

Inquiry Submission Instructions

Inquiries may be submitted to Sarah Sullivan, Program Officer, via telephone, email or brief written letter. Please send letters to:

Richard M. Fairbanks Foundation
211 N. Pennsylvania Street
Suite 2500
Indianapolis, IN 46204

Sarah can also be reached at 317-663-4190 or sullivan@rmff.org.

You are welcome to call or email with questions prior to submitting your inquiry.