



Guidelines for submitting a Letter of Inquiry

The first step in applying for a partnership with IPM is to complete the following Letter of Inquiry. If the requested information is not provided in full or does not meet IPM guidelines, the letter of inquiry will **NOT BE CONSIDERED** for an IPM partnership. Also, please keep the letter of inquiry to **two pages** in length. Completed inquiries are reviewed by IPM staff on a rolling basis. Projects chosen for partnership will be asked to complete a final application.

Please send completed letter of inquiry to the address listed below. We look forward to hearing from you!

Attention: John Coughlin, Director of Programs & Partnerships

INTERNATIONAL PARTNERS IN MISSION

3091 Mayfield Road, Suite 320

Cleveland Heights, OH 44118, USA

Tel: +1.216.932.4082

Fax: +1.216.932.4084

Email: staff@ipmconnect.org

<http://www.ipmconnect.org>

(Revised February 20, 2008)



Letter of Inquiry

IPM Guidelines

Please indicate the IPM funding category the project addresses.	<input type="checkbox"/> Children <input type="checkbox"/> Women <input type="checkbox"/> Youth
Please indicate the region of the proposed project:	<input type="checkbox"/> Indian Sub-Continent <input type="checkbox"/> Latin America/Caribbean <input type="checkbox"/> Sub-Saharan Africa <input type="checkbox"/> Europe
If North America:	<input type="checkbox"/> Northeast Ohio <input type="checkbox"/> Metropolitan <input type="checkbox"/> Native American St. Louis Communities

Background Information

Name of Project	
Name of Project Coordinator	
Contact information for Project Coordinator (Include address, telephone, email and website, if applicable)	
Parent organization (if applicable)	
Date Project was established	
How did you hear about IPM?	
Considering IPM's focus on interfaith collaboration, please describe the faith communities and congregations that will be involved in implementing the project.	

Project Details

Please provide a brief overview of the project.	
Please describe how IPM funds will be used.	

Project Budget

**Please list all amounts in USD (\$)*

Amount requested from IPM \$ _____

List other funding sources:

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

TOTAL PROJECT BUDGET \$ _____

Is the project sponsored by a parent organization?

_____ **Yes**

_____ **No**

If yes, what is the organization's total budget?

\$ _____