

Dear Letter of Inquiry Applicant,

We evaluate each letter of inquiry to assess the proposed project's impact, feasibility, sustainability, and the organization's capacity to plan, implement, and sustain the project. The Foundation utilizes a two step application process.

The first step is to submit a Letter of Inquiry. Please submit the required information outlined below in a letter to Jami Burks, Executive Director at

The Makana Aloha Foundation  
Attn: Jami Burks, Executive Director  
P.O. Box 342190  
Kailua, Hawaii 96734

You will then be contacted by the Foundation and if your letter meets our criteria, you will be invited to the next step in consideration of your proposal. Your information will then be reviewed by our Board of Directors and you will be contacted with further information and next steps.

Please include the following information in your initial letter:

- Full name and Address of Organization.
- Mailing address, City, State, Zip Code.
- Name, telephone number and email address of contact person.
- Website, if applicable.
- A description of the organization, its mission and activities.
- A brief description of the proposed project/grant and amount requested.
- Your target date for funding.
- Amount of funding raised to date for your request and other funders involved.
- Reason for selecting our Foundation to support your organization.
- How you meet our eligibility requirements.
- A list of your organizations Board of Directors.
- Tax ID Number-please attach a copy of your IRS tax determination letter indicating 501(C) (3) and public charity status.

Thank you again for your interest in The Makana Aloha Foundation.

Sincerely,



Jami Burks

Executive Director

The Makana Aloha Foundation