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Letter of Inquiry

The Charitable Foundation of the Energy Bar Association (CFEBA) is currently accepting applications for one or more energy-related charitable grants. The CFEBA expects to award \$50,000 - \$75,000 in total to one or more nonprofit organization(s).

The CFEBA's grant application process begins with the submission of a **Letter of Inquiry** which will help us determine whether the proposed project is likely to meet our grant requirements. This step provides an opportunity to identify your organization and proposed project without undertaking the effort of completing a full grant application.

The Letter of Inquiry should be no more than two pages (one is preferred) and should include the information described below. You will have the opportunity to provide additional details about your project if you are invited to submit a full grant application.

Contents of the Letter of Inquiry

Your Letter of Inquiry should include the following elements:

1. A brief description of your organization (additional information about your organization may be appended to the Letter of Inquiry as an attachment, not to exceed one page);
2. A brief statement (one or two paragraphs) about the nature and purpose of the proposed project to be supported by the grant and a description of who will benefit, including a description of the proposed work to be supported by the grant;
3. An estimate of the total cost of the project and the amount of this total your organization would likely seek from CFEBA, and a description of other funding sources, if any, for the project;
4. An estimate of the duration of the project to be supported by the grant;
5. The grantseeker's title and contact information, including the website of the organization;
6. The names, affiliations, and titles of other key members of the project, if any, together with contact information.

Submission of Letters of Inquiry and Response

Letters of Inquiry should be submitted by email to Claudia Pitarque (Sr. Marketing Manager, Energy Bar Association) at cpitarque@eba-net.org by Friday, August 15, 2025.

CFEBA intends to respond to all Letters of Inquiry by Friday, August 29, 2025. Grant applications that CFEBA determines to be the most promising candidates for the 2025 Cornerstone Project grant will be invited to submit full grant applications by Friday, October 3, 2025.

If you have any questions about the Letter of Inquiry process, or CFEBA's grant process in general, please contact Jack Hannan at the email address provided above.