

THE LETTER OF INQUIRY

B1. CONTENT OF A LETTER OF INQUIRY

PVF does not have a standard format or deadline for initial inquiries; however, the letter of inquiry should not exceed 10,000 characters (+/- 4 pages, not counting requested financial information and other supporting documents) and must include:

a) A presentation of the applying organization, including:

- Its area(s) of expertise;
- Its date of establishment in the geographical context, together with an overview of past and current activities;
- Information on the organization's previous relevant experience in the proposed field of intervention, be it in another context.

Nota bene: if the project is in collaboration with another organization such as a local partner, make sure to also include the above requested information on the latter.

b) A description of the proposed project, including:

- Its justification;
- Its general and specific objectives;
- The proposed activities;
- The estimated number of direct and indirect beneficiaries;
- The expected results;
- The project's duration and if already known, its planned start and end dates

Nota bene: if the project is in collaboration with another organization such as a local partner, make sure to also provide detailed information on the role and responsibilities of each party.

c) Financial information including:

- The estimated overall project budget and the contribution requested from PVF
- A summary budget table for the organization for the current year with the indication of its funding sources (list of donors)
- A summary financial table (expenses and revenues) of the three previous years as well as an indication of its funding sources (list of donors).

B2. SENDING INFORMATION

Letters of inquiry and accompanying documents should preferably be sent by email to:

contact@provictimis.org

Usually within a week, PRV will send you an acknowledgement that your letter of inquiry was received, after which it will be directed to the appropriate staff member for review.

PVF reserves the right at all times to submit inquiries or any other accompanying documents to confidential outside appraisal.

Although PVF strives to respond swiftly, the review process for letters of inquiry and accompanying documents can take up to six weeks.

Due to the large volume of submissions we receive, we cannot respond to phone calls requesting status updates on a submitted letter of inquiry. However, if you do not hear from us after six weeks, do not hesitate to get in touch by **email** for further news.

If, after reviewing your letter of inquiry, PVF concludes that there is no prospect of PVF funding, you will be notified by email. Due to the large number of unsuccessful applications, PVF is regrettably not in a position to provide detailed, individual feedback on grounds for rejection. Nevertheless, if time allows, we do our best to briefly state why an inquiry letter failed to be selected for further review.

If, after reviewing your letter of inquiry, the PVF program staff determine that your project fits with the Foundation's priorities and meets its criteria for potential grant support, you will be invited to submit a **formal grant proposal. See following step.**