

LETTER OF INQUIRY INSTRUCTIONS

Before going through the effort of completing the grant application, a letter of inquiry will enable our office to determine if your project/program/event is aligned with OED goals and within the scope of available funds. The letter of inquiry should be approximately 1 to 1 ½ pages and include the following:

- A. Name of Organization
- B. Purpose for the grant
- C. Amount of funds requested
- D. Timeframe for funds to be used
- E. List of partners, other sponsors and/or matching funds
- F. Who will benefit from the project or event
- G. Economic impact for Maui County

Please submit your letter of inquiry via one of the following methods:

Mail:

Office of Economic Development
2200 Main St Ste 305
Wailuku, HI 96793

In-Person:

Same address as above. Office hours are Monday-Friday from 7:45am-4:30pm.

Email (Recommended):

grants.OED@mauicounty.gov

****If submitting via mail or in-person, please make sure to include your contact information on your letter of inquiry, including an email address.****

When we receive and evaluate the inquiry, we will e-mail you notice that you should proceed or not proceed with sending in a grant application with supporting documentation.