



Les Dames d'Escoffier, Seattle Chapter Seattle Green  
Tables Committee

**Letter of Inquiry Information**

1. Review grant guidelines and criteria to make sure your project is eligible.
2. Submit a Letter of Inquiry including the following information:
  - A. Explain your eligibility.
  - B. Scope of work.
  - C. Timeline.
  - D. Details of how the grant monies will be spent.
  - E. Contact information, address, phone number and e-mail address.
3. Letters of Inquiry are due by September 26, 2016. The Letter of Inquiry submittal process will be done electronically. Submit to: [seattlegreentables@lesdamesseattle.com](mailto:seattlegreentables@lesdamesseattle.com)
4. Letters of Inquiry will be reviewed and selected organizations will be notified and asked to submit a Request for Proposal by October 17, 2016. A site visit may be requested as part of the Request for Proposal.
5. The Green Tables Committee will notify selected grantees by November 9, 2016. The presentation and introduction of these organizations will be done at a future meeting of Les Dames d'Escoffier, Seattle Chapter.
6. A Letter of Agreement will be signed by both parties involved before the releasing of funds.
7. Detailed biannual progress reports are required to monitor the progress of the project and must include an accounting of the funds granted. This presentation will take place at a chapter meeting to best inform and generate questions for chapter support.
8. Unfortunately, we are not able to give feedback or reasons why specific Letters of Inquiry do not go forward to the Request for Proposal stage, given the many Letters of Inquiry and the logistics of the Green Tables Committee format.

Les Dames d'Escoffier, Seattle Chapter is a 501(c)(3) invitational society of professional women of high achievement in the fields of food, beverages and hospitality. Its mission is educational and philanthropic, and it provides and supports opportunities in these areas.