

How to Apply For a Grant

Thank you for your interest in a grant from Kalliopeia Foundation. We accept grant proposals by invitation only; however, in order to learn about new work we have an open inquiry process. Here's how to apply:

1. Read about our grantmaking areas to determine if your work fits our funding priorities.
2. Review the eligibility and grant information on our frequently asked questions page.
3. Submit a letter of inquiry and tell us about your work. We accept letters of inquiry any time. If your work is not a good fit, we will notify you that your inquiry will not be invited to submit a proposal. Selected inquiries will be scheduled for review at one of the three letter of inquiry review meetings held each year. If your work is a good fit for Kalliopeia, we may invite you to submit a full proposal. We will give you 2 months to complete the grant proposal; however, it can take up to 6 months before an open space is available on our docket. It usually takes at least 1.5 months from the date the proposal is submitted to know whether or not Kalliopeia will be able to make the grant.

We will acknowledge receipt of all emailed letters of inquiry within 10 days, and we attempt to review and respond to all inquiries within 12 weeks. If you don't receive a response within that timeframe please contact us.

Letter of Inquiry Guidelines:

Please email the following information to the attention of the Kalliopeia Foundation Grants Committee at info@kalliopeia.org, and mail one copy of your letter of inquiry and attachments to **PO Box 151020, San Rafael, CA 94915**.

Organization and Contact Information:

- Organization's name, address, and website;
- Contact person's name, title, phone number, and email address.

Narrative (1500 words or less):

- Organization's purpose and ongoing programs;
- Amount of funding to be requested;
- If inquiring about project funding, brief description of the project and how the funds would be allocated;
- Brief description of leadership and staffing of the organization (if for general support) or for the project (if for project support).

Attachments:

- Copy of the IRS 501(c)(3) tax-exempt letter for the organization (or for the project's fiscal sponsor if the organization is not tax-exempt);
- Organization's financial statements (fiscal sponsor financials not needed for LOI):
 - Budget of expenses for the fiscal year for which you would be seeking funding;
 - List of the committed and pending grant request amounts for the current fiscal year that you have applied for or will be applying for.
- Project's financial information (if applicable):
 - Budget of expenses for the fiscal year for which you are seeking funding;
 - List of the committed and pending grant request amounts for the current fiscal year that you have applied for or will be applying for.