

# Application Process and Timeline

## Exploratory Phase

Please review the “Funding Priorities” and “Eligibility” sections of our website to determine if there is match between your organization’s work and our Foundation’s interests. Read each section carefully! [www.hemingwayfoundation.org](http://www.hemingwayfoundation.org)

## Submitting a Letter of Inquiry

The first step in the Richard K. and Shirley S. Hemingway application process beginning in 2017 is to submit a Letter of Inquiry (LOI). Letters are accepted through our online grants management system, the process will open January 9, 2017. All LOI are reviewed to determine if they fall within Richard K. and Shirley S. Hemingway Foundation funding priorities.

We find organizations through various channels. In addition to accepting applications online, we proactively identify projects that are aligned with our priorities. Sources include referrals from other foundations and philanthropists, online publications, social and traditional media, etc.

Organizations proactively identified by the Foundation: We will reach out to you to schedule a call or request an official Letter of Inquiry.

The Richard K. and Shirley S. Hemingway Foundation will not accept unsolicited grant proposals in 2017, and all organizations must first complete the LOI process. Email and paper inquiries will not be accepted. Once an LOI is reviewed, organizations will either be declined or asked to submit a full proposal (see timeline below).

Please note that our requirement for online applications is not intended to minimize communication, but to exercise environmental stewardship and save organizations time and resources. Please feel free to email or call our Executive Director if you need assistance with internet access, or if you would like to discuss program ideas prior to submitting your LOI.

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January 9, 2017 process opens – February 28, 2017 process closes

## Preliminary Organization Review

Based on our phone conversation or your LOI, we will evaluate your organization on the following categories:

- Mission alignment (see funding priorities)
- Strategy, programming and goals for the upcoming year
- Organization capacity
- Impact

The proposals that most closely match our funding priorities and strategies for the upcoming year will be presented to the Board for review.

