



Grant Request Process

The Brookby Foundation mission is to promote community well being, primarily by supporting endeavors that advance artistic and scientific literacy, with a special interest in those that protect or improve the environment.

Our Board of Trustees will review grant requests three (3) times each year. All grant requests shall be initiated with a Letter of Inquiry (LOI). The LOI should include a brief description of organization and program/project (with timeline), requested amount and Employer Identification Number (EIN). A review of the LOI will determine if the request aligns with our grantmaking strategies.

LOI's should be submitted by the dates below, in accordance with our grant cycle. Applicants seeking support for a former Blodgett Foundation grantee, please note the Edith Blodgett Legacy Fund requests are only reviewed once in spring. All other requests are reviewed during summer and winter cycles.

Applicants may request funding once per calendar year. Applicants will receive a response to LOI within two weeks. If the Board approves LOI, a full application with supporting documents will be required by deadline below. Applicants will be notified if any additional information is required prior to review meeting.

Spring Review <i>Edith Blodgett Legacy Fund</i>	February 15th April 1st May May	LOI deadline for Edith Blodgett Legacy Fund only Grant Application deadline Edith Blodgett Legacy Fund review Notification and/or award sent
Summer Review	May 15th July 1st August August	LOI deadline for The Brookby Foundation Grant Application deadline The Brookby Foundation review Notification and/or award sent
Winter Review	October 15th December 1st December January	LOI deadline for The Brookby Foundation Grant Application deadline The Brookby Foundation review Notification and/or award sent

All materials should be submitted to:

info@brookbyfoundation.org **or**
The Brookby Foundation
10936 N. Port Washington Rd. #181
Mequon, WI 53092

All inquiries should be directed to: Nicole Lightwine · 262.478.0629 · info@brookbyfoundation.org