

## The Brookby Foundation 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.

Grant requests are reviewed 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).

### **New applicants are only eligible to apply during Summer and Winter cycles.**

A review of the LOI will determine if the request aligns with our grantmaking strategies. LOI should be submitted by the dates below, in accordance with our grant cycle.

Spring Review is restricted to Edith Blodgett Legacy Fund requests. Only former Blodgett Foundation grantees are eligible to apply during the Spring Review cycle. New applicants are only eligible to apply during the Summer and Winter Review cycles.

Applicants may request funding once per calendar year. If LOI is approved, 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.

<b>Spring Review</b> <i>Edith Blodgett Legacy Fund Only</i>	<b>February 15<sup>th</sup></b> <b>April 1<sup>st</sup></b> <b>May</b> <b>June</b>	<b>LOI deadline for former Blodgett grantees only</b> <b>Application deadline for former Blodgett grantees only</b> <b>Edith Blodgett Legacy Fund review</b> <b>Notification and/or award sent</b>
<b>Summer Review</b> <i>Open to New Applicants</i>	<b>May 15<sup>th</sup></b> <b>July 1<sup>st</sup></b> <b>August</b> <b>August</b>	<b>LOI deadline for The Brookby Foundation</b> <b>Application deadline</b> <b>The Brookby Foundation review</b> <b>Notification and/or award sent</b>
<b>Winter Review</b> <i>Open to New Applicants</i>	<b>October 15<sup>th</sup></b> <b>December 1<sup>st</sup></b> <b>December</b> <b>January</b>	<b>LOI deadline for The Brookby Foundation</b> <b>Application deadline</b> <b>The Brookby Foundation review</b> <b>Notification and/or award sent</b>

**All materials should be submitted electronically via PDF format to [info@brookbyfoundation.org](mailto:info@brookbyfoundation.org)**  
or

The Brookby Foundation  
1110 East Ogden Avenue #319  
Milwaukee, WI 53202

**All inquiries should be directed to:** Nicole Lightwine · 262.478.0629 · [info@brookbyfoundation.org](mailto:info@brookbyfoundation.org)