

# S. MARK TAPER FOUNDATION

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## GRANT APPLICATION PROCESS

The S. Mark Taper Foundation conducts one grant cycle annually. For your organization to be considered, please follow the steps below.

1. The first step in applying for a grant from the S. Mark Taper Foundation is to send a Letter of Inquiry. Please see our Grant Guidelines for guidance in preparing a Letter of Inquiry. Letters of Inquiry are only accepted from December through February.
2. Once all of the Letters of Inquiry have been received and reviewed by the Foundation, some organizations will proceed to the next step: Grant Application. This Application will be mailed to the individual and address indicated in your Letter of Inquiry.
3. Grant applications are mailed during the months of April through June. If you receive an Application, you will also receive a cover letter indicating the date the Application is due at the Foundation office. Please be sure your application arrives on time and includes all requested attachments.
4. If you do not receive an Application, it is unlikely your organization will receive further consideration during that grant year. Official notice of declination is mailed during the months of September and October.
5. Grant applications are reviewed from May through August. If there is additional information needed or if the Foundation staff has questions, the person(s) indicated on the first page of the Application will be called. Site visits may be initiated by the Foundation at any time during the process. Not every organization that has received an Application will be selected for funding.
6. Organizations are notified during the month of September if they will receive a grant.
7. Foundation grants, including multi-year grants, are only paid in December of each year. Please keep this timing in mind as you prepare a Letter of Inquiry or complete an Application.