

S. MARK TAPER FOUNDATION

GUIDELINES – 2012 GRANT CYCLE

The first step in applying for funding from the S. Mark Taper Foundation is to submit a Letter of Inquiry (LOI) adhering to the Guidelines below.

Letters of Inquiry (LOIs) are accepted **from December 1, 2011 through February 29, 2012**. A hard copy of the LOI **must be** at the Foundation's office by 5 pm on February 29, 2012. LOIs submitted by e-mail or fax are not accepted.

The LOI should be a maximum of three pages, not including the requested attachments listed below. In the first paragraph of the LOI, please state the specific amount of funding being requested and what the requested funding is for. The LOI should be signed by the organization's highest-ranking paid staff member. The LOI should include basic organizational, brief historical, and any relevant program information. Please make it clear how or why an S. Mark Taper Foundation grant would benefit your organization.

In the LOI, please identify the primary contact person at your organization and include his/her name, title, mailing address, e-mail address and telephone number (direct dial or extension number), as well as the organization's website address.

The following attachments **must** be included with **all** LOIs:

1. List of current board members, including affiliations;
2. IRS Determination Letter indicating 501(c)(3) status;
3. Organizational budget (including both revenue and expense) for the current fiscal year;
4. Income Statement/Statement of Activities (including both revenue and expense) for the most recently completed fiscal year.

For **general operating support** requests, please include the following additional attachments/information:

1. A list of grants received for the past three fiscal years specifically for general operating support. *(Please refer to the required format on page 3.)*
2. A list of grants received for the past three years for all other purposes. *(Please refer to the required format on page 3.)*

For **program/project support** requests, please include the following additional attachments/information:

1. In the LOI, explain the specific purpose, duration and intended results of the program/project.
2. Attach a copy of the program/project budget (including both revenue and expense);
3. Attach a list of sources and amounts of funding already received for the program/project;
4. A list of grants received for the past three years for this specific program/project. *(Please refer to the required format on page 3.)*
5. A list of grants received for the past three years for other program/project support. *(Please refer to the required format on page 3.)*
6. A list of grants received for the past three years for general operating support. *(Please refer to the required format on page 3.)*

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GUIDELINES – 2012 GRANT CYCLE (CONT'D)

Foundation staff will review the LOI and notify the organization if the Foundation requires additional information. Please **do not** send additional information or attachments with the LOI (this includes brochures, annual reports, audited financial statements, Forms 990, DVDs, etc.)

Due to the high volume of LOIs received by the Foundation, there may be a significant period of time (six to nine months) before an organization is notified regarding the Foundation's final decision. During this time, please notify the Foundation of any significant program/project changes, address changes or key staffing changes.

Letters of Inquiry and any questions or related correspondence should be addressed to:

Adrienne Wittenberg, Grants Director
S. Mark Taper Foundation
12011 San Vicente Blvd., Suite 400
Los Angeles, CA 90049

