

Community Grant Program - LOI

The Seabury Foundation

This is not an application, only a list of our application questions. To apply for a grant from The Seabury Foundation, please visit our [online grants portal](#). *Note: all questions marked with a red asterisk are required

LOI Questions

If you have a Seabury Family sponsor, please apply through our Family Grant process. For more information, please contact us at grants@seaburyfoundation.org.

Overview

Thank you for choosing to submit a Letter of Introduction to The Seabury Foundation. We're excited to get to know your organization.

Due Dates

We accept LOIs on a rolling basis; if you submitted an LOI for our most recent grant cycle, we will wait a year to review any new submissions from your organization. For example: if you applied for our Fall 2024 grant cycle, we wait to review a new LOI from your organization until our Fall 2025 grant cycle.

For full grant cycle calendars, [please visit our website](#).

Helpful hints:

- We want you to be able to share your work with us as easily as possible (copy and paste welcome!). Accordingly, all text questions on this form have been set to the system's maximum character limit of 10,000 (1,600 words or about 3.5 pages single-spaced). Please do not feel obligated to fill all this space; **the character count is not an expectation, simply a maximum**. For each question, we've included a suggested character count to guide your response. *You'll always have more room if you need it, but if you can say it with fewer words, great!*
- A Word version of this form is [available on our website](#) for download.
- Our system allows users to collaborate on grant applications; for more information about the Collaborator feature, check out [this tutorial](#).
- Google Translate is enabled on this application; use the drop-down menu at the top of your screen to automatically translate questions and instructions.

Need help?

Should you have any questions or run into any difficulties, please email us at grants@seaburyfoundation.org. If for any reason you are unable to complete an online application, please let us know and we will work with you to find another way to share information.

Nonprofit Status*

Are you a 501(c)(3) organization, as designated by the IRS?

Choices

Yes (Please continue.)

No, but we have a fiscal sponsor who is (Please continue.)

No (Please stop here. We can only support 501(c)(3) organizations.)

Location*

The Seabury Foundation Community Grant Program only accepts applications from organizations headquartered in the City of Chicago or Benzie County, MI. If you are not located in one of these areas, please stop here.

Choices

City of Chicago

Benzie County, MI

Program Approach*

Is learning/education a primary component or outcome of your work? If you cannot comfortably say yes to this question, you are probably not a fit for our Community Grant Program.

**Note: If you are unsure about your response, please email us at grants@seaburyfoundation.org.*

Choices

Yes

No (Please stop here.)

Were the total operating expenses for your most recently completed fiscal year under \$2.5 million?*

Choices

Yes. (Please continue.)

No, but we contacted you in advance and were invited to apply. (Please continue.)

No, and we haven't contacted you. (Please email us at grants@seaburyfoundation.org to learn more.)

Year Founded*

**Note: We understand that organizations often start working prior to receiving their 501(c)(3) status. We want the date your program launched.*

Character Limit: 25

Project Name*

Please format your project name as Location: Grant Purpose. If you're seeking general operating support, enter "General Operating." If you're seeking support for a specific project or program, enter the name of that project or program.

Examples:

- Chicago: General Operating
- Chicago: In-school Dance Workshop
- Benzie: General Operating
- Benzie: Community Food Pantry

Character Limit: 100

Primary Focus Area*

The Seabury Foundation supports nonprofits operating in our one or more of our focus areas (further information available on our website). Please indicate which of the following best aligns with your work.

Choices

Academic Support
Arts Enrichment
Lifelong Learning
Environmental Sustainability
Wellness

Additional Focus Area(s)

We understand that organizations frequently do more than one thing. Please check any additional focus areas that apply to your work.

Choices

Academic Support
Arts Enrichment
Lifelong Learning
Environmental Sustainability
Wellness

Annual Operating Expenses*

Please provide the total operating expenses for your most recently completed fiscal year as a single dollar amount and upload a corresponding profit and loss statement below.

**Note: If you're applying for project or program funding, please provide the budget for that project/program in response to the Budget Context question below.*

Helpful hint:

If the number above differs significantly from previous years, please use the Budget Context question to explain.

Character Limit: 20

Profit and Loss Statement (P&L) for most recently completed fiscal year*

This statement is also known as an Income Statement or a Nonprofit Statement of Activities.

**Note: If you do not have a P&L or are unsure what to upload here, please email us at grants@seaburyfoundation.org.*

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File Size Limit: 2 MB

Budget Context (optional)

Please provide any additional information you think would be helpful to understand your budget numbers.

**Note: If you're applying for project or program funding, please provide the budget for that project/program here.*

This response is limited to 1,000 characters (roughly 175 words or a little over a quarter of a page single-spaced).

Tell us about yourself. (New Applicants Only)*

If your organization has received a grant from The Seabury Foundation in the last three years, please simply put "n/a" in the box below and move to the next question.

Who are you? What do you do? Why does it matter?

To provide you maximum flexibility in responding to this prompt, we will happily accept text, video or audio files, weblinks, or anything else that makes sense to share with us. We want you to be able to answer these questions in the way that best supports your work.

**Note: We are happy to review whatever you choose to submit, but please do not feel obligated to do any more than the minimum required to answer the above questions. Further, our interest is in the content of your responses, not the level of polish, so please don't agonize over small details.*

Format Specific Instructions:

- **Text:** In the interest of saving you time, if you have an LOI already prepared that answers these questions, please copy and paste it below. (Or, if you have a PDF, just use the upload button.) Don't worry if it was written to another funder's specifications; and if you are seeking general operating support, don't worry if it describes a specific project or program—we just want to get a sense of who you are. Alternatively, if you prefer to write something new, feel free!
- **Audio or Video:** Instead of (or in addition to) text, you can share audio or video. If possible, a link would be best, or you can upload a file below (6 MB max).
- **Weblinks:** If there are sections of your website that you'd like to highlight or other links you'd like to share, please paste them below.
- **Anything else:** If you've got other materials that answer the prompt, but don't fit the above categories, we're open! Please upload or share a link below.

The suggested character count for this question is 7,000 (about 1,200 words or 2.5 pages single-

spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.

Character Limit: 10000 | File Size Limit: 6 MB

Bring us up to speed. (Returning Grantees Only)*

If you are a new applicant to the Seabury Foundation or if you have not received a grant from us in the last three years, please put "n/a" in the box below.

In lieu of requesting a formal report, we ask instead that you use the space below to provide an overview of the period following your most recent grant from The Seabury Foundation. Please share any program highlights, including key impact measures and significant accomplishments. Please also let us know of any challenges or opportunities that arose during this period. And if there have been major changes to your work or organization (e.g., new approaches, programmatic shifts, or changes in leadership), please tell us about those as well.

To provide you maximum flexibility in responding to this prompt, we will happily accept text, video or audio files, weblinks, or anything else that makes sense to share with us. We want you to be able to catch us up in the way that best supports your work.

**Note: We are happy to review whatever you choose to submit, but please do not feel obligated to do any more than the minimum required. Further, our interest is in the content of your response, not the level of polish, so please don't agonize over small details.*

Format Specific Instructions:

- **Text:** In the interest of saving you time, if you have prepared a report for another funder that covers this time period, feel free to upload it here, or copy and paste below. Don't worry if it was written to another funder's specifications. Alternatively, if you prefer to write something new, feel free!
- **Audio or Video:** Instead of (or in addition to) text, you can share audio or video. If possible, a link would be best, or you can upload a file below (6 MB max).
- **Weblinks:** If there are sections of your website that you'd like to highlight or other links you'd like to share, please paste them below.
- **Anything else:** If you've got other materials that answer the prompt, but don't fit the above categories, we're open! Please upload or share a link below.

The suggested character count for this question is 5,000 (about 800 words or 1.5 pages single-spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.

Character Limit: 10000 | File Size Limit: 6 MB

BIPOC Leadership*

Do you consider your organization to be BIPOC-led? Please provide some context for your response (e.g., information about board, staff, and executive leadership).

The suggested character count for this question is 1,000 (about 150 words). As always, if you need more space, you have it, and if you can say it in fewer words, please do.

Diversity, Equity, Inclusion, & Access*

If you have a DEIA statement, please just copy and paste it below or share a link. If not, please tell us how DEIA is a part of your work.

The suggested character count for this question is 3,500 (about 575 words or 1 page single-spaced). As always, if you need more space, you have it, and if you can say it in fewer words, please do.

Character Limit: 10000

Additional Info (optional)

If you have something else to share, please do so here.

**Helpful Hint: If you have more than one thing that you'd like to upload, please use the Additional Upload question below or combine them into one file.*

Character Limit: 1500 | File Size Limit: 6 MB

Additional Upload (optional)

If you have something else to share

Feedback on the Process (optional)

We welcome any and all feedback you might choose to share about our process. Your responses will not have any impact on our review of your materials; rather, they will help us do a better job of making sure our application is as clear and easy to complete as possible.

Roughly how many hours did it take you to complete this LOI?

Character Limit: 250

What could we improve about our instructions?

Character Limit: 1500

Were you able to use preexisting materials for this LOI?

Character Limit: 250

Any other feedback?

Character Limit: 10000