



**Kenneth
Rainin**
FOUNDATION

Letter of Inquiry – New & Experimental Works (NEW) Program

IMPORTANT NOTE

This document is meant to serve only as a guide for the Kenneth Rainin Foundation's Letter of Inquiry which exists as an [online form](#). Letter of Inquiries **MUST** be submitted via the Foundation's online system. A link to the form will be posted on the Foundation's [NEW Program information webpage](#) at the beginning of each LOI period. The Foundation will **NOT** accept Letters of Inquiry that are submitted via e-mail or otherwise outside of the online system.

Contact Information	
Prefix: (Single-Select List)	Instructions:
*First Name (Text)	Instructions:
*Last Name (Text)	Instructions:
*Address (Text)	Instructions:
*City (Text)	Instructions:
*State (Single-Select List)	Instructions:
*Zip (Text)	Instructions:

*Phone (Text)	Instructions:
Fax (Text)	Instructions:
*E-mail Address (Text)	Instructions:
Organization Information	
*Organization Name (Text)	Instructions:
*Address (Text)	Instructions:
*City (Text)	Instructions:
*State (Single-Select List)	Instructions:
*Zip (Text)	Instructions:
*Phone (Text)	Instructions:
Fax (Text)	Instructions:
E-mail Address (Text)	Instructions:
Website Address (Text)	Instructions:
*Organization Status (Single-Select List) <input type="radio"/> We are a 501(c)(3) <input type="radio"/> We are fiscally sponsored	Instructions: <input type="radio"/> Is your organization a 501(c)(3) or are you fiscally sponsored?
*Tax ID	Instructions: <input type="radio"/> Please enter your Tax ID number or that of your fiscal sponsor.

<p>*IRS 501(c)(3) Determination Letter (File Upload)File Upload; 4194304 byte limit</p>	<p>Instructions:</p> <ul style="list-style-type: none"> • Please upload a copy of your current IRS tax-exempt determination letter or that of your fiscal sponsor.
<p>Request Information</p>	
<p>*Applicant History (Single-Select List)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> • Is this your first time submitting a Letter of Inquiry to the Foundation? Yes/No
<p>*Project Name (Text)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Name of Project
<p>*Arts Program Area (Single-Select List)</p> <ul style="list-style-type: none"> ○ Dance ○ Multidisciplinary ○ Theater 	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Select Multidisciplinary ONLY if your organization is not rooted in Dance or Theater. This category applies to an organization's mission and activities, not the content and collaborations for any one production.
<p>*Project Start Date (Date)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Project Start Date
<p>*Project End Date (Date)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Project End Date
<p>*Total Annual Budget – Last Closed Fiscal Year (Currency)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ The amount of the annual operating budget for the last closed fiscal year.
<p>*Total Annual Budget – Current Fiscal Year (Currency)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ The amount of the annual operating budget for the current fiscal year.
<p>*Project Budget (Currency)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ What is the budget for the project?
<p>*Amount Requested (Currency)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Grant amounts range between \$5,000 and \$20,000 and may not be greater than 50% of the total operating budget of the organization as listed in the Total Annual Budget – Last Closed Fiscal Year field.
<p>*Organization Overview (Paragraph; 350 words maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Tell us about your organization. Share a general background, when it was founded, your mission statement, a brief description of your programs, and a description of the population you serve. Include

	<p>recent accomplishments as well as major challenges you may be facing.</p>
<p>*Project Description (Paragraph; 350 words maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Provide a detailed description of the project you would like the Kenneth Rainin Foundation to support. Indicate why you believe this project is important to your organization and what communities you intend to serve. Share whether you have or are seeking other funding sources for this project.
<p>*Project Site (Paragraph; 80 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Where will the project take place? Provide performance date and venue information, if applicable. If the location of the project is not yet known, please explain. Note: the Kenneth Rainin Foundation currently funds organizations and productions in the San Francisco Bay Area only.
<p>*Project Leadership (Paragraph; 200 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> ○ Include brief biographies of the key artistic and administrative person(s) responsible for the proposed project.