Step 1: You submit an online letter of inquiry.

This is your opportunity to provide us with an overview of your request. While you do need to provide all the information requested, don’t worry if it feels incomplete. We’ll ask for more details when we need them.

We’d like you to submit one comprehensive grant request per year, which means if you know you need funding in the spring and will again in the fall, include both in the same request.

You may submit your LOI at any time throughout the year. However, there are specific deadlines for requests of more than $10,000.

Complete your LOI at www.kalfound.org/loi.

Step 2: We review your letter of inquiry.

We have a team approach to grantmaking. That means, as a team, we will:

• Review LOIs monthly;
• Assign a Community Investment team member to work with you throughout the process;
• Follow up by phone or email, which may result in an in-person meeting or site visit; and
• Let you know if your inquiry is moving forward to a formal grant application.

Step 3: You complete the online grant application.

Complete the online grant application by the date we give you when the application is opened in our system. Our team is here to support you throughout this process. Don’t hesitate to ask for help or advice.

Step 4: We review your grant application.

Your grant application is reviewed by our team to ensure it aligns with our community investment priorities and strategy, and includes measurable outcomes for the community. We also consider your organization’s strengths and vulnerabilities.

Step 5: Final grant decisions are made.

A final decision about your grant is made. Your organization may receive full or partial funding, or in some cases we may decline to fund your project. Our team will:

• Inform you of the decision made about your grant.
• If approved, provide you with a grant agreement. After the grant agreement is signed and returned to us, we’ll provide you with a check.