Does Gateway Foundation have an application form?

No, Gateway Foundation does not utilize a prescribed application form. Gateway requests that the Letter of Inquiry and Grant Proposal provide a narrative about the organization and the proposed project, with attachments as listed in this brochure. Gateway Foundation also requests that the applicant avoid submitting materials with plastic covers, binders, or permanent binding.

How long is the review process?

Upon receipt of the Letter of Inquiry or Grant Proposal, an acknowledgment will be sent that will specify the date of the next Board Meeting. Generally, a letter regarding Gateway Foundation’s decision will be sent out within a week of the Board Meeting date.

Does Gateway Foundation have a website?

Yes, please visit the website at: www.gateway-foundation.org.

Organizations are also encouraged to call or email the office with questions before submitting any materials to Gateway Foundation for consideration.

Grant Guidelines

The focus of Gateway Foundation is to foster and support cultural and artistic activities and, on occasion, related educational activities devoted to improving the quality of life in the St. Louis Metropolitan Area.

Gateway Foundation gives priority to projects involving the acquisition, creation or improvement of items of a durable, physical nature. Requests for general operating expenses or endowment normally will not be considered.
Introduction
Gateway Foundation is willing to consider Letters of Inquiry or fully-developed Grant Proposals.

Funding Interests and Restrictions
Gateway Foundation does not make grants to the following types of organizations:

- Individuals or for-profit businesses
- Organizations or projects that are outside of the St. Louis Metropolitan Area
- Organizations that discriminate on the basis of race, color, religion, gender, national origin, sexual orientation, age, disability, marital status, or status as a veteran

Gateway Foundation Generally Does Not Fund the Following Types of Projects:
(Except Under Special Circumstances)

- Endowment funds or capital campaigns
- Promotional projects such as publications or videos
- General operations, travel or conferences
- Fund-raising events or advertising
- Purchase of office equipment
- Social service programing

Letter of Inquiry
A Letter of Inquiry is a form of initial contact to determine if the organization and project fall within Gateway Foundation’s areas of interest. If the proposed project is in the early stages of development, a Letter of Inquiry may be the best way to make initial contact with Gateway Foundation.

A Letter of Inquiry should be two to three pages, include the organization’s history and a summary of the proposed project. In response, Gateway will either request a full Grant Proposal from the organization or decline to participate in the project.

Grant Proposal
For organizations further along in the development of the project, a Grant Proposal should include the organization’s history, a full project description, the Required Attachments, as well as attachments that might help to inform Gateway about the nature of the project or organization. These attachments might include reviews, press clippings, site photos or design renderings.

Deadlines
The Board of Trustees meets three times annually, in January, May and September. For consideration of either Letters of Inquiry or Grant Proposals there are three deadlines over the course of a year:

- December 1
  for the January Board Meeting
- April 1
  for the May Board Meeting
- August 1
  for the September Board Meeting

GUIDELINES
For Grant Proposals

- Most recent audited financial statement
- Operating income and expense budget
- Balance sheet
- Recent contributors list (foundations, corporations or individuals)
- Sources of project income (real and projected) with dollar amounts
- Board of Directors list
- Most recent IRS letter indicating the Agency’s Tax-Exempt status

REQUIRED ATTACHMENTS