



AMELIA PEABODY CHARITABLE FUND – Application Process

Application Process

If your project and organizational purpose fit the interests of the Amelia Peabody Charitable Fund as stated in the Guidelines, the trustees invite you to apply for a grant.

Application Deadlines

Proposals are accepted throughout the year, with two deadlines dates:

- **February 1st** (by end of business day)
- **July 1st** (by end of business day)

Mailing Your Proposal

Please send all application materials together in one package to:

Amelia Peabody Charitable Fund
185 Devonshire Street, Suite 600
Boston, MA 02110-1414

Please note that proposals are not accepted if sent by fax or e-mail.

Acknowledgement of Receipt

The Amelia Peabody Charitable Fund will confirm receipt of your proposal by mail. If your proposal is incomplete, you will be notified and asked to provide the missing information. If your request falls outside of the guidelines, you will be notified that your request cannot be considered by the trustees.

Decision Notification

- Notification of the trustees' decisions on proposals received by February 1st are sent by the end of May
- Notification of the trustees' decisions on proposals received by July 1st are sent by the end of October

How Best to Work with the Fund

The Fund will answer questions either in writing or you may contact the office.

If necessary, you may call the Grant Office at 617-451-6178. To maintain the consistency, impartiality and fairness of the process, the trustees ask that you do not contact them about any aspect of your grant request.

Decisions are made based on the information provided in the application materials, so clarity and completeness are important. If the trustees have questions or require more information to make a decision, you will be contacted.

In general, the trustees do not schedule interviews, offer technical assistance, meet with applicants, provide advice, or make formal site visits. Letters of inquiry are not necessary.