



## AMELIA PEABODY CHARITABLE FUND – Application Process

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### Grant Application Process

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

#### Application Deadlines

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

- **February 1st** (or the next business day, if the date falls on a weekend)
- **July 1st** (or the next business day, if the date falls on a weekend)

#### Mailing Your Proposal

Please send all grant request proposal materials together in one package to:

Amelia Peabody Charitable Fund  
10 Post Office Square North, Suite 995  
Boston, MA 02109-4603

Please note that proposals are not accepted if sent by fax or email.

#### Decision Notification

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

#### How Best to Work with Us

As much as possible, the Amelia Peabody Charitable Fund prefers to conduct all business in writing. Decisions are made based on the information provided in your proposal, so clarity and completeness is important. To maintain the consistency, impartiality and fairness of the process, the Board of Trustees asks that you do not contact any member of the board about any aspect of your grant request. All inquiries regarding the application process should be addressed, preferably in writing, to the Amelia Peabody Charitable Fund. 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 to prospective grant seekers (beyond the information in this Web site)
- Make formal site visits (although the Trustees may sometimes choose to visit a facility anonymously)