

Kathleen Patton Westby Foundation Grant Guidelines

Adding to the Quality of Life by Supporting the Arts, Arts Education, and Culture

"To me, the arts comprise one of humanities' strongest voices. Art carries the message of the eternal – of human endurance. Verbal and non-verbal, art is a vast, barrier-crossing, multi-cultural communications network of human perspectives." Katie Westby

The Kathleen Patton Westby Foundation primarily supports activities in the following areas:

- Arts
- Arts Education

The first step in applying to the Foundation is a short letter of inquiry. We review letters on a continuous basis, and they may be submitted at any time during the year. We try to acknowledge the receipt of all letters of inquiry. If you do not receive notification of receipt within one month of sending your letter, feel free to contact the Foundation.

All letters are first reviewed to determine if they fall within the Foundation's stated giving parameters. Those that do not are immediately declined. Letters that are within the Foundation's stated giving parameters are then reviewed to determine the following:

- The priority of the proposed activity within the Foundation's parameters
- The impact of the potential results of the activities
- The availability of the Foundation's funds.

Submitting a Letter of Inquiry

Letters of inquiry should be no more than one page and should include the following:

- A brief statement of the issues to be addressed, the history and goals of your organization, and your organization's involvement with these issues
- A brief summary of the activities for which you are requesting support, including an outline of your objectives, and anticipated outcomes and implications
- The approximate starting date and duration of the proposed activities
- The total amount of funding needed, the amount requested from the Foundation, and information about other sources of support, both assured and requested.

Proposals

When a letter of inquiry reflects most closely the Foundation's program priorities, we will request a full proposal. Proposals should be submitted to the Foundation only upon request. Since the Foundation requests more proposals than it can fund, you should not interpret such a request as an indication of likely support. The Foundation accepts the common grant application form of the National Network of Grant-makers, which will be provided to those organizations from which the Foundation requests full proposals.

Often the staff will request additional information in writing from applicants. We might also consult with persons knowledgeable about the proposed activities and we welcome your suggestions as to who might be qualified to assist us in our review of your proposal. Finally, we try to meet with applicants either at The Westby Office or at the project site.

Final decisions on proposals are made by the Foundation Directors. The Directors meet bi-annually, usually June and December. You will be informed of the Director's decision following the meeting at which your proposal is discussed. If a grant is awarded, you will be asked to sign a Grant Agreement that lays out reporting and other requirements.

Eligibility

The Foundation makes grants only to tax-exempt organizations with 501 (c) (3) classifications from the Internal Revenue Service.

The Foundation will not consider requests for deficit financing, or loans and grants to individuals. The Foundation no longer provides scholarship or fellowship support to individuals. The Foundation does not make grants for research projects or give support to conferences, seminars, media events, or workshops unless they are an integral part of a broader program. The Foundation does not provide support for the production and development of television and radio programming.

Please send letters of inquiry to:

**Kathleen Patton Westby Foundation
Kathleen H. Westby
Gerald H. Westby, Jr.
John Trygve Westby
401 South Boston
Mid-Continent Tower, Suite 220
Tulsa, OK 74103**

Decisions on grants are made on a semi-annual basis in June and December. Please submit requests in May or November for current year consideration.

Additional Information

For personal contact on Foundation activities other than letters of inquiry or if you have any questions about the Foundation's programs, please feel free to call us. Inquiries about the Foundation's grant-making program or the status of letters of inquiry or proposals should be directed to:

**Theresa Collins or
Shawna Sims**

E-mail: Foundation@westbyoffice.org
Phone: 918-743-8321
Fax: 918-743-2976.