



**Kenneth  
Rainin**  
FOUNDATION

## Letter of Inquiry (LOI) – Open Spaces Program

**\*IMPORTANT NOTE\***

This document is meant to serve only as a guide for the Kenneth Rainin Foundation's LOI which exists as an [online form](#). Responses to the LOI **MUST** be submitted via the Foundation's online system. A link to the form will be posted on the Foundation's Open Spaces Program webpage at the beginning of the LOI period. The Foundation will **NOT** accept submissions via e-mail or otherwise outside of the online system.

<b>Organization Primary Contact Information</b>	
<b>Prefix:</b> (Single-Select List)	Instructions:
*First Name (Text)	Instructions:
*Last Name (Text)	Instructions:
*Address (Text)	Instructions:
*City (Text)	Instructions:
*State (Single-Select List)	Instructions:
*Zip (Text)	Instructions:
*Phone (Text)	Instructions:
*E-mail Address (Text)	Instructions:
<b>Organization Information</b>	

*Organization Name (Text)	Instructions: <ul style="list-style-type: none"> <li>○ Provide the name of the applicant organization.</li> </ul>
*Address (Text)	Instructions:
*City (Text)	Instructions:
*State (Single-Select List)	Instructions:
*Zip (Text)	Instructions:
*Phone (Text)	Instructions:
*E-mail Address (Text)	Instructions:
Organization Website Address (Text)	Instructions:
*Organization Status (Single-Select List) <ul style="list-style-type: none"> <li>○ We are a 501(c)(3)</li> <li>○ We are fiscally sponsored</li> </ul>	Instructions: <ul style="list-style-type: none"> <li>○ Is your organization a 501(c)(3) or are you fiscally sponsored?</li> </ul>
*Tax Status (Text)	Instructions: <ul style="list-style-type: none"> <li>○ If you are fiscally sponsored, please enter the name of your fiscal sponsor below.</li> </ul>
Fiscal Sponsor Name (Paragraph)	Instructions: <ul style="list-style-type: none"> <li>○ If you are fiscally sponsored, please enter the name and website of your fiscal sponsor.</li> </ul>
Fiscal Sponsorship Agreement (File Upload) File Upload; 524288 byte limit	Instructions: <ul style="list-style-type: none"> <li>○ If you are fiscally sponsored, please upload your Fiscal Sponsorship Agreement.</li> </ul>
<b>Request Information</b>	
*Organization Overview (Paragraph; 500 words maximum)	Instructions: <ul style="list-style-type: none"> <li>○ Tell us about your organization. Share a general background, when it was founded, your mission statement, a brief description of your programs, and</li> </ul>

	<p>a description of the population you serve. Include recent accomplishments as well as major challenges you may be facing. Please speak to the role in the development and implementation of the project the organization will play, including as it relates to community engagement.</p>
<p>*Project Leadership (Paragraph; 350 maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Include brief biographies of the key artistic and administrative person(s) responsible for the proposed project. Include relevant professional experience and/or training they may have in executing similar projects. Please indicate whom among the project team will serve as the lead artist.</li> </ul>
<p>*Lead Artist Website</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Insert a link to the website of the lead artist. If multiple artists are participating in the project, you may provide additional links.</li> </ul>
<p>*Resume(s) (File upload)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Upload the resume of the lead artist of the project. If the artists engaged are part of a collective or group, please include a resume for each key member as a single document.</li> </ul>
<p>*Project Site (Paragraph; 80 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Where will the project take place? If the location is not yet known, please explain. Note: Securing a site is not required at this stage, however, projects must be located in San Francisco or Oakland to be eligible.</li> </ul>
<p>*Project Description (Paragraph; 500 word maximum)</p>	<p>Instructions:</p> <ul style="list-style-type: none"> <li>○ Provide a detailed description of the project you would like the Kenneth Rainin Foundation to support. Describe the form your project will take, what communities you intend to serve and how the work will reach your intended audience. Share whether you have or</li> </ul>

	are seeking other funding sources for this project.
*Work Sample Description List (Description)	Instructions: <ul style="list-style-type: none"> <li>○ List the work samples provided below and include a brief description of each.</li> </ul>
*Work Samples (Images) (File Upload)	Instructions: <ul style="list-style-type: none"> <li>○ Provide a total of five images and/or examples of past work for the artist and/or project team. Images should be at least 72 dpi.</li> </ul>
*Work Sample (Video) (Text)	Instructions: <ul style="list-style-type: none"> <li>○ Provide a link to a work sample up to five minutes in length. Briefly describe what we will be seeing. If you are unable to submit a video work sample, explain why.</li> </ul>
Additional Information (Paragraph; 200 word maximum)	Instructions: <ul style="list-style-type: none"> <li>○ Is there anything else you would like the Kenneth Rainin Foundation to know about your project or organization?</li> </ul>

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