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PATTERSON
FAMILY FOUNDATION

2026 Applicant Handbook

A Guide To Applying to the Patterson Family Foundation

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Welcome
Message

Dear Applicant,

Thank you for your interest in applying for funding through the Patterson Family Foundation. We know the application process takes time and care, and we are committed to approaching every request with a thoughtful, thorough review.

This handbook is designed to help you prepare a clear, complete submission and to ensure transparency about how our process works. Inside, you'll find our Grant Application & Funding Guidelines, including what to expect during due diligence, key reminders about funding decisions, and an FAQ covering eligibility, project fit, ineligible requests, required documentation, portal access, edits to applications, capital and multi-year funding considerations, and reporting expectations.

Please note that submitting an application (or participating in the review process) does not guarantee funding. Our process is competitive, and we are unable to fund every request—even those that are strong and closely aligned with our priorities. The Foundation cannot make commitments during the review process; funding is confirmed only through a formal award letter. Once funding is confirmed in writing, grantees are welcome to share publicly that they have received support from the Foundation. Funding does not imply a commitment to future awards.

We encourage you to read this handbook carefully before beginning your application in the Grants Portal. Because submitted LOIs and applications cannot be edited after submission, reviewing requirements and gathering documents in advance will help your organization submit the strongest possible request.

If you have questions as you prepare your materials, please submit them through the Grants Portal so they can be routed to a Program Officer. For technical issues, please use the Contact Us form on our website. If you need assistance in Spanish, please contact us at support@pffkc.org.

Sincerely,
The Patterson Family Foundation

Patterson Family Foundation
Catchment Area

The Patterson Family Foundation serves counties in Kansas and western Missouri with fewer than 50,000 residents. Although many of the organizations that receive funding from us are located inside of our catchment area, organizations applying for funding do not have to live in or be geographically located within the PFF catchment, but their work should demonstrate a commitment to serve the communities within these 119 counties.

Catchment Map

Grant Application and Funding
Guidelines

We are committed to conducting a thoughtful and thorough review of every application. To ensure clarity and transparency for all applicants, please keep the following guidelines in mind as you prepare your materials:

Due Diligence

We take time to understand your organization, proposed project, and funding request. Participation in this review process does not imply or guarantee funding.

Competitive Process

Unfortunately, we are not able to fund every request, even when proposals are strong and aligned with our priorities.

No Commitments Without Written Confirmation

During the application and review process, the Foundation will not make or imply any commitment to fund a proposal. Funding is confirmed only through a formal award letter.

Final Funding Decisions

All decisions are final once confirmed in writing through the award letter. After the letter is signed, grantees are welcome to share that they have received support from the Foundation publicly. Funding does not imply a commitment for future awards.

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Grant Application and Funding
2026 Deadlines

The Patterson Family Foundation reviews grant applications in two cycles, allowing us to disburse funds as efficiently as possible. LOIs submitted by February 18th will be considered part of round one and the deadline for these applications will be April 3rd. LOIs submitted after February 18th will be considered part of round two, and the deadline for these applications will be June 29th. We encourage interested parties to consider these timelines before applying.

All deadlines close at 12:00 PM (noon) CST on the due date.

Please note that we cannot accept late or incomplete applications. If you experience any issues while applying, please contact us.

2026 Grant Milestone	Round 1 Date	Round 2 Date
Registration Opens	Jan 12, 2026	
Registration Deadline	Feb 13, 2026	May 6, 2026
Portal Opens for LOI Submissions	Feb 2, 2026	
Letter of Intent (LOI) Deadline	Feb 18, 2026	May 13, 2026
Full Application Deadline	Apr 3, 2026	Jun 29, 2026
Determinations Communicated By	Jun 2026	Sep 2026
Disbursements Made	Jul 2026	Oct 2026

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Frequently Asked Questions

Who is eligible to apply for funding?
Eligible applicants must be located in or directly serving a community within the Patterson Family Foundation's Kansas or western Missouri catchment area. Organizations must be a 501(c)(3), public school district, government entity, or be sponsored by an eligible organization.

What types of projects do you fund?
We fund projects aligned with the opportunity areas outlined for the 2026 cycle. Each opportunity includes a description of the work we aim to support, eligible uses of funds, and a brief overview of reporting expectations.

What types of requests are ineligible for funding?
Ineligible requests vary by opportunity but may include direct aid to individuals, political or lobbying activities, fundraising events, and costs that fall outside the scope of the opportunity. Some opportunities also exclude specific expenses.

How do I begin the application process?
Start by logging in or creating an account in the Grants Portal. After your registration is approved, you'll submit a Letter of Intent (LOI). If your LOI moves forward, we'll invite you to complete the full application.

How should I format my LOI? What should it include?
You will not need to create or upload your own LOI. The LOI is a form provided in the Grants Portal. Within the form, you'll be asked to briefly describe your organization, the proposed project, how it aligns with the opportunity area, anticipated outcomes, and your estimated project budget. This helps us understand whether your project is a good fit for the next stage.

Can I submit more than one LOI?
We encourage applicants to focus on their strongest proposal. Only one LOI may be submitted per organization per year. While larger institutions may occasionally be considered for more than one LOI, this is the exception and would be part of a collaborative process between PFF and the organization.

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Frequently
Asked Questions

What happens if my LOI is declined?
If your LOI isn't approved, you will not be able to resubmit a second LOI this year. You may apply again next year with a new or substantially revised proposal.

What type of documentation is required to submit an application if my LOI is approved?

- Copy of current IRS Letter of Determination indicating tax-exempt status
- Copy of most recent 990
- Copy of most recent audit
- Organization budget
- Project budget, including specific line items, other funding sources, and how the Patterson Family Foundation funding will be allocated (template provided here)
- Annual Report (if available)
- Any relevant additional information (e.g., photos, invoices, plans, or other documents related to your project) may be attached as a single file

Can I edit my application after submitting it?
Once an LOI or full application is submitted in the Grants Portal, it cannot be edited. We encourage applicants to review all materials carefully before submitting. If you notice an error after submission, please contact us through the Grants Portal so we can determine whether clarification is needed during the review process.

Can more than one person from my organization access the Grants Portal?
At this time, only one user account can be associated with your organization in the Grants Portal. Please be sure the individual who registers can upload documents, track deadlines, and manage communications related to the application. If your primary contact changes, you may request an update through the Grants Portal or our Contact Us form on the website.

Frequently Asked Questions

Does the Foundation fund capital projects?
In rare cases the Patterson Family Foundation does consider capital funding requests, however this process is highly selective. Applications must:
- Demonstrate strong evidence of community support (e.g., letters of support, local investment, etc.);
- Have secured 60% or more of funding required to complete the project; and
- Request 20% or less of the total project cost or up to $2M, whichever is less. Grants involving capital initiatives less than or equal to $100,000 are not required to secure 60% of funding prior to approval and are not subject to the 20% total project cost cap.

Can I request multi-year funding?
Multi-year funding may be considered for projects where additional time is necessary to carry out the proposed work, typically up to three years.

Can my organization receive more than one grant at a time?
In most cases, organizations can expect to have only one active grant with the Foundation at a time. We encourage applicants to focus on their strongest project when applying. While larger institutions may occasionally be considered for more than one award, this is the exception rather than the norm.

Can my organization apply using a fiscal sponsor?
Organizations that do not meet tax-exempt requirements may apply with a fiscal sponsor. The sponsor must provide required documentation and participate in the Foundation's due diligence process.

What are the reporting requirements if awarded?
Grantees should expect to report on the outcomes and activities described in their application, along with a plan-to-actual budget and brief narrative explaining any variances. In some cases, we may request additional project-specific information, which will be communicated during the award process.

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Frequently
Asked Questions

Who should I contact with questions?
Applicants may submit questions directly through the Grants Portal, and they will be routed to a Program Officer. For technical issues, please use the Contact Us form on our website.

Me gustaría solicitar a esta oportunidad pero no hablo inglés. ¿Cómo puedo obtener ayuda?
Si necesita ayuda en español, favor de contáctenos en support@pffkc.org.

Meet Our
Grants Team

Stephanie Lewis

Director of Programs

Adam Erickson

Operations Manager

Emily Fetsch

Program Officer: Economic Opportunity

Marissa Larrimore

Program Officer: Education

Amy Hampton

Senior Program Officer: Healthcare

Emily Masters

Program Officer: Community Engagement

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Contact
The Grants Team

Contact Through the Grants Portal
If you have questions as you are completing your application, please submit a question through the Grants Portal - your question will be routed to a Program Officer.

Contact Through the PFF Website
If you have a technical issue that requires assistance, please use the Contact Us form on our website.

Contact via Telephone
We recommend using our grants portal and website form first, but if you need to contact us via the telephone our phone number is: 833-614-2450

Stay In Touch
We encourage all applicants to sign up for the Patterson Family Foundation Newsletter, and follow us on Social Media to maximize your access to news and information about the foundation. You can sign up for our newsletter on our website, and follow us on Facebook, LinkedIn, and Instagram.

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Thank You

Thank you for reviewing the Applicant Handbook. This document will be updated regularly with new information related to application guidelines.

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