



Mabel Louise Riley Foundation

GUIDELINES

FOR

GRANT APPLICANTS

2017

General

The Foundation's interests are developed by the knowledge and experience of the individual trustees and by reports from consultants. Grants are encouraged which help address an important community-wide concern or to achieve a broad impact for the public's benefit, rather than to finance general operating expenses.

Program Interests

Categories of funding:

Arts and Culture
Community Development and Housing
Education and Training
Human Services
Urban Environment
Prevention of Cruelty to Children or Animals
Religious or Scientific

The trustees' current priorities include:

- ❖ Literacy and afterschool programs for disadvantaged children and adolescents.
- ❖ Programs focused on the character building of children and adolescents.
- ❖ Community development that will benefit low-income and minority neighborhoods, including job development and training, and housing.
- ❖ Citywide efforts in Boston and vicinity that promote cultural improvements and the arts.
- ❖ Grants that, despite some risk, offer a potential of high impact or significant benefits for a community. The Foundation is especially interested in leveraging its grants by funding new programs that can become self-sufficient or which may serve as a model in other geographic areas.

Funding Availability

- ❖ Grants from the Foundation normally range from \$50,000 to \$100,000. Occasionally, when the Foundation decides to pursue a special initiative, the trustees will consider other funding commitments.
- ❖ Multiple year funding is no longer available; only one-year grant requests will be considered.

Eligibility

- ☛ Requests are considered only from 501(c)(3) nonprofit organizations incorporated under the laws of Massachusetts and operating exclusively for charitable purposes. The registered address of the organization must be in Massachusetts and, if not, a fiscal agent must be obtained.
- ☛ While the Foundation is centered in Greater Boston, the Trustees will consider grants submitted on behalf of Massachusetts organized charities that focus on the categories of funding noted above.
- ☛ **Applicants whose formal grant requests have been denied must wait one full year before reapplying.**
- ☛ **Grant recipients should expect to wait two full years before submitting a new concept paper request with budget.**

Grant requests that are not normally approved

- ☛ Grants to defray annual deficits; for general operating budgets; or as the sole source of support for an agency will not be granted.
- ☛ Grants on behalf of individuals for personal needs, travel, research, loans or scholarships will not be made.
- ☛ Grants to governmental agencies will not be made.
- ☛ Grants for political purposes will not be made.

Application Procedures

- ☛ Unsolicited formal grant requests will be not accepted or reviewed.
- ☛ Applicants are required to submit a brief summary (LOI – Letter of Intent) of their proposal (not more than 2 pages) without a cover letter.
- ☛ The LOL should briefly describe the purposes and objectives of the proposal, a brief history of the applicant, and the amount requested. In addition, a copy of the IRS 501(c)(3) Determination Letter and a program budget relative to the request should be included.

Application Procedures

- ☛ LOIs should be emailed to: info@rileyfoundation.com with each of the components as separate attachments within the email.

(continued)

- There are no deadlines for LOIs; the process is ongoing. Please allow at least 60 days for review and feedback on your LOI submission.
- The applicant will be notified in a formal grant proposal is invited and a deadline will be provided. Generally, all formal proposals must be received 45 days prior to a quarterly grant meeting. Grant meetings are scheduled mid-month during March, June, September and December.
- If the submission of a formal grant proposal is authorized, it must be made using the Common Proposal Form of the Associated Grant Makers, 133 Federal Street, Suite 802, Boston, MA 02110 - (617) 426-2606 (www.agmconnect.org).

The narrative portion of the formal grant request should be submitted in word format.

The following attachments must be included with the narrative:

- AGM Cover Summary
 - Executive Summary (one-page snapshot of proposal)
 - BNY Mellon Due Diligence form (provided by the Riley Foundation)
 - Current Financial Statements (both Balance Sheet and P/L)
 - Most recent Audited Financial Statement
 - IRS Form 990, Form 990EZ, or Form 990-N
 - Program Budget
 - Organizational Budget
 - Board of Trustees/Directors (with affiliations)
 - Resumes of Key Project Personnel
 - Sources of Funding with Amounts (secured and pending)
 - Proposal Outcome Chart (provided by the Riley Foundation)
- Each formal grant request must contain a clear statement of how the success or failure of the program will be evaluated.
 - Formal proposals should be emailed to: info@rileyfoundation.com
Please forward the grant proposal and attachments as separate files within the email.
 - Grant meetings of the Foundation are scheduled for March, June, September, and December. If a formal grant proposal is invited, it

***Proposal
Deadlines***

will be considered by the trustees at the next quarterly grant meeting. All formal grant proposals should be submitted at least forty-five (45) days prior to the scheduled quarterly grant meeting.

Contact

- ☛ The Foundation has authorized its staff to review all proposals and to represent them in contacts with applicants.
- ☛ The trustees intend to maintain their practice of making selective field visits and/or meetings with applicants and grant recipients.

For further information, please contact:

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***Riley
Foundation
Trustees***

Grace Fey
Robert W. Holmes, Jr.
BNY Mellon (Corporate Trustee)