

# The Hyams Foundation, Inc.

## How to Apply Procedures for Applicants

The Hyams Foundation, Inc. welcomes applications and is pleased to provide information about the Foundation and its work. If you have any questions about the following eligibility requirements or application procedures, please contact Administrative Manager Susan Perry (617-426-5600 ext. 307) ([sperry@hyamsfoundation.org](mailto:sperry@hyamsfoundation.org)). We ask that you read these guidelines carefully before submitting an application. Please also visit the “Grant Guidelines” section of the Foundation’s website ([www.hyamsfoundation.org](http://www.hyamsfoundation.org)) for any recent announcements or changes.

### Eligibility Requirements

1. An applicant must be a charitable corporation with an office and programs located in Boston or Chelsea and serving residents of those communities. The Foundation will consider an organization based outside of Boston or Chelsea only if it has a satellite office in one of these cities that offers programs which match the Foundation’s funding interests. Such organizations should request a grant for their satellite office.
2. Applicants must be tax-exempt under section 501(c)(3) of the Internal Revenue Service Code and “not a private Foundation” under section 509(a) of the Code. An applicant may use a fiscal sponsor if the fiscal sponsor meets these requirements and submits a letter to the Foundation accepting expenditure responsibility.
3. An application from an organization previously funded by the Foundation will not be reviewed until a full report of the expenditure of the previous grant has been received. This report must be submitted using the Foundation’s Grant Report Form and include the Program Outcome Chart. Please visit the “Downloads” section of the Foundation’s website to download the form. A financial statement (audited if required) for the previous grant period should be included. (Please see Section V. F under Suggested Application Format that follows for further instructions.) An application may include a request for more than one program or purpose.
4. The Foundation can only consider one proposal from an organization during a 12-month period. This means that if the trustees voted on an application in October, the organization cannot be considered again for support until October of the following year. In this example, the agency should submit its application by the July 1<sup>st</sup> deadline for the October grantmaking meeting.
5. In general, the Foundation does not make grants to:
  - individuals
  - an educational institution for its standard educational or capital programs
  - any municipal, state or federal agency
  - hospital and health center capital campaigns
  - religious organizations for sectarian religious purposes (although the Foundation will consider proposals for social ministry and/or community organizing programs of faith-based organizations)
  - curriculum development, video and film production, scholarships and conferences
  - capital campaigns
6. In order to assist applicants submitting a proposal to the Foundation, the staff has prepared a checklist of required items, which can be downloaded from the “Downloads” section of the Foundation’s website. Please see that all the required items are included in your application to the Foundation. Applicants should be aware that if their proposal is missing any required information, it will not be reviewed or added to a board meeting agenda.

## Types of Foundation Support

The Foundation will make operating, program/project, capacity building and technical assistance grants to community-based organizations in all three of its major outcome areas under the circumstances described below. In all cases, the activities of the organization requesting a grant must fit closely with the Foundation's grantmaking guidelines.

The Foundation will continue to make a significant number of operating grants each year. In awarding operating grants, preference will be given to smaller organizations (with operating budgets of \$1 million or less) and to organizations with significant representation of low-income individuals and/or people of color on their boards and staff. For an applicant to be considered an "organization of color" by the Foundation: 1) a majority of board members must be people of color; 2) a majority of the agency's senior management must be people of color or the agency's executive director must be a person of color; and 3) the mission of the organization must include a focus on a community (or communities) of color.

In addition to its annual grants, the Foundation will consider making multi-year (two to three-year) operating, program/project, capacity building and technical assistance grants to organizations that have effective leadership and that meet at least one of the following criteria:

- are smaller organizations that are at a strategic or critical time in their development or would benefit from multi-year funding in some other significant way (\*e.g., those organizations that lack separate development staff and depend on the executive director to do fund-raising as well as many other tasks); and/or
- are organizations that are in a start-up phase, are beginning a new program/project, or are undertaking a significant effort that would benefit from the certainty of multi-year support.

The size of the Foundation's grants will range from \$20,000 - \$50,000.

Technical assistance grants will be considered when the proposed technical assistance has clear goals, objectives and desired outcomes and is supported by both the organization's board and staff. In general, grants for technical assistance will be made in conjunction with an operating or program/project grant. As a result, applicants may apply simultaneously for both technical assistance and operating or program/project support.

After 2008, the Foundation will no longer make capital grants. For 2008 only, it will consider funding one or two capital projects that are sponsored by community-based organizations, serve a significant number of low-income teens, and help to revitalize the surrounding low-income area. In awarding capital grants, preference will be given to current Foundation grantees.

The Foundation will continue the **Immigrant Leadership Fund (ILF)**, a special three-year initiative to support and increase the capacity of immigrant-led organizations to engage and develop leadership in their communities. The ILF provides: operating and technical assistance funding to four emerging organizations; support for technical assistance to four to six more established organizations each year; and mini-grants open to any immigrant-run or organization of color for discrete leadership development training and networking opportunities, including workshops and conferences. Currently, only one cycle of technical assistance grants for established organizations remains, with an RFP expected to be released in October, 2008. Mini-grants will be provided for the first time in 2008 based on a letter of interest process.

The Foundation also has a **Special Opportunities Fund** to support a limited number of efforts that fall outside of its primary program goals but relate to the Foundation's overall mission and especially to its commitment to promoting racial justice and to addressing racial disparities. Any organization interested in accessing these funds should send a letter to the Foundation's Executive Director. These funds may not be used to address cash flow or related financial emergencies of individual nonprofit organizations.

## **Program-Related Investments and Mission-Related Investments**

The Foundation is actively considering opportunities to make Program-Related Investments (PRIs) that align with one of more of its grantmaking strategies under its three major program areas as described in the grantmaking guidelines. It also will consider making market rate Mission-Related Investments (MRIs) for purposes that align with these strategies or one of the three major outcome areas. The Foundation's staff is currently conducting outreach to the community to solicit ideas for possible PRIs and MRIs.

A Program-Related Investment (PRI) is an *investment*, rather than a grant, for a charitable purpose. It often takes the form of a loan, which is paid off within a particular timeframe. This is another way for the foundations to support the nonprofit community. PRIs are common in the housing arena, but the Hyams Foundation plans to explore ways to use them in all of its funding areas.

The Foundation will use the following initial screening criteria when considering potential PRIs: 1) the intended program outcomes related to a grantmaking strategy are clear; 2) the project is appropriate for PRI (debt, loan guarantee, equity, etc.) financing and meets IRS criteria for a PRI; 3) there is an identified repayment source and/or exit strategy; and 4) the applicant can show that other resources do not exist in sufficient amounts and under acceptable terms to meet the need. In seeking a PRI, organizations do not need to be a current or previous Hyams grantee to apply. Organizations that have potential ideas for a PRI investment are encouraged to submit a one-page summary of the potential PRI that briefly address the screening criteria and contact Senior Program Officer Angela Brown (617-426-5600, ext. 310 or [abrown@hyamsfoundation.org](mailto:abrown@hyamsfoundation.org).) The Foundation will be sponsoring a number of information sessions on PRIs and MRIs beginning in the spring, 2008.

### **Application Submission Procedures**

1. Please submit one copy of the application to Elizabeth B. Smith, Executive Director, The Hyams Foundation, Inc., 50 Federal Street, 9th Floor, Boston, Massachusetts 02110.
2. The Foundation will send written confirmation of the receipt of each application.
3. An organization that is unsure about whether it meets the Foundation's funding priorities and criteria is encouraged to submit a one to two page letter of interest to the Foundation. This letter should describe the reason for seeking support and the geographic area(s) and population(s) to be served. An organization submitting a letter of interest to the Foundation will be notified as to whether it should submit a full application and when this application will be reviewed.

### **Full Application Review Procedures**

1. The Foundation has set application deadlines. Please visit the Foundation's website for details. Grantmaking meetings are held three times per year, and the review process usually takes three to four months.
2. All applications will be reviewed for completeness, and organizations will be notified in writing if additional information is required. Full staff review will not occur until the application is complete.
3. An applicant whose proposal fits the Foundation's guidelines will receive one of the following: a paper review; a telephone interview; or an invitation extended to the appropriate staff member and a board member to meet with Hyams Foundation staff either at the Foundation's office or at the organization's office.
4. Applicants are encouraged to seek other sources of funding while awaiting a decision by the trustees.

### **Funding Criteria**

Unfortunately, the Foundation will never have sufficient resources to support the many excellent proposals it receives. The Foundation will select applicants for funding based on the extent to which they address the Foundation's mission and grantmaking priorities. Impact, the level of need for support, quality of agency management and board and staff diversity also will be reviewed. Before submitting a proposal, please review carefully the Foundation's funding priorities and criteria and call the Foundation if you have any questions.

### **Preparing an Application**

The Foundation accepts the Associated Grant Makers (AGM) Common Proposal Form. If the AGM Common Proposal Form is used, please submit appendices and other information required by the Hyams Foundation including the Program Outcome Chart, Board of Directors Form, and Agency Diversity Form. Organizations are welcome to use a different format as long as the following information is included. The outline below is intended to assist organizations in preparing an application to the Foundation. **Proposals should be no more than 10 pages in length (exclusive of attachments).**

# Hyams Foundation, Inc. Grant Application Form

The Foundation accepts the Associated Grant Makers (AGM) Common Proposal Form. If the AGM Common Proposal Form is used, please submit appendices and other information required by the Hyams Foundation including the Program Outcome Chart, Board of Directors Form, and Agency Diversity Form.

## Suggested Application Format

### I. Cover Sheet:

Date: \_\_\_\_\_

- A. Legal name of organization, address, and name of executive director:
- B. IRS 501(c)(3) nonprofit and "not a private foundation" under section 509(a)?  
(Please circle) YES NO  
If yes, please attach I.R.S. determination letter.  
If not, identify your fiscal sponsor and attach the written agreement from the fiscal sponsor and include contact information for the fiscal sponsor's executive director.
- B. Executive Director: \_\_\_\_\_
- C. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
- D. Contact person and title (if applicable): \_\_\_\_\_
- E. Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
- F. Amount Requested: \$ \_\_\_\_\_
- G. Type of request (operating, program, capital, other): \_\_\_\_\_
- H. State your organization's mission:
- I. No more than four sentences summarizing the proposal and its strategic link with the Hyams Foundation's priorities:
- J. List of the proposal's target population, constituents, and geographic communities:
- K. Total annual organizational budget: \$ \_\_\_\_\_ Fiscal Year End \_\_/\_\_/\_\_
- L. Program, project or capital budget (if applicable): \$ \_\_\_\_\_

### II. Request

- A. Brief description of the organization's history, mission, current and planned program(s)
- B. Description of the goals, activities and outcomes for which funds are being requested and how they will be measured. (Please complete the "Planned" section of the Program Outcome Chart. Please refer to the intended outcomes that are outlined in the "What We Seek to Accomplish" document. See downloads). For general operating requests, briefly describe each of the organization's programs.
- C. Explanation of how the request addresses the Hyams Foundation's funding priorities and outcomes.
- D. Description of the population served including: geographic area(s) served; number of persons served (by individual program if available); ages, income level(s), race and ethnicity, and special needs of individuals served. Please comment if the organization is serving hard-to-reach individuals. If applicable, please elaborate upon the characteristics of the groups you serve and the ways in which goals and outcomes are established for this group.
- E. Evidence of need for the organization's program(s) or special project and how this need was determined.

- F. Description of how the organization's work is different from and/or complements other local agencies' efforts. Please identify: 1) those agencies with which the organization collaborates; and 2) other available community resources and strengths which relate to the need(s) being addressed in the application.
- G. Description of the level and nature of the involvement of local residents or individuals served in the development or operation of the organization's program(s) or project.
- H. Evidence of the organization's capacity to operate and manage the program(s) or special project for which funds are being requested. Please describe the qualifications and experience of administrative staff responsible for management of the organization and special project (if applicable). (Please do not include resumes.)

**III. Staff and Board of Directors**

Please provide a brief description of the organization's staff and board including the following:

Staff: 1) numbers and types of staff; and 2) use of volunteers

Board: 1) board structure (e.g. leadership, committees, etc.); and 2) major functions (e.g. approve budget, hire executive director, etc.)

**IV. Organizational Diversity**

All applicants must respond to the following three questions:

- A. What has your agency done in recent years to promote a more diverse board and staff?
- B. How has increased organizational diversity impacted the effectiveness of your agency's operations and programs?
- C. In what ways does your organization address or incorporate a focus on racial and ethnic disparities?

**V. Financial Status**

- A. Please submit the financial information requested in the Appendices.
- B. Briefly describe the organization's short and longer range fund-raising strategies and assessment of financial opportunities and challenges.

**VI. List of Appendices** (Please review checklist sheet.)

*Note: Applications will not be reviewed until all appendices have been submitted.*

- A. Current Internal Revenue Service determination letter which states that the organization is tax-exempt under section 501(c)(3) and is "not a private foundation" under section 509(a) of the Internal Revenue Code
- B. If the organization has never applied to the Foundation, proof of incorporation as a charity
- C. Board approved operating budget for year for which funding is requested
- D. Organization's year-to-date financial statement showing expenditures and sources of revenue
- E. List of proposals pending with other funding sources for general operating expenses and program/project expenses, if applicable.
- F. Financial audit for previous fiscal year for applicant and for fiscal sponsor, if applicable (Massachusetts nonprofits with revenues equal to or more than \$500,000 must conduct an annual independent audit. Those with revenues between \$100,000 and \$499,999 must conduct a financial review in lieu of an independent audit. Any nonprofit with revenues of \$99,999 or less is not required to conduct an independent audit or an accounts review and should submit a board-approved, unaudited year-end financial statement for the previous fiscal year including revenues, expenses and balance sheet.) An audit is due within six months of the close of the applicant's fiscal year.
- G. Hyams Foundation Diversity Form (download Excel form on website)
- H. Hyams Foundation Board of Directors Form (download form on website)
- I. If applicable, report of the expenditure of previous grant submitted on the Foundation's Grant Report Form and a financial statement or audit for the previous grant period.

*If an organization is requesting a technical assistance or program/project grant, the following appendices also must be submitted:*

- J. Board approved technical assistance or program/project budget, including projected income and expenses
- K. Total amount and sources of funds received or committed to date for the project
- L. List of proposals pending with other funding sources for the project