

The Hyams Foundation, Inc.

How to Apply

The Hyams Foundation, Inc. welcomes applications and is pleased to provide information about the Foundation and its work. We ask that you read the grantmaking guidelines carefully before submitting an online application. Please visit the "[Grant Guidelines](#)" section of the Foundation's website (www.hyamsfoundation.org) for any recent announcements or changes and for the list of application deadlines. Grantmaking meetings are held three times per year, and the review process usually takes three to four months. If you have any questions about the eligibility requirements or application procedures, please contact Administrative Manager, Susan Perry (617) 426-5600 ext. 307 or sperry@hyamsfoundation.org.

The Hyams Foundation has transitioned to an online application process as of July 20, 2011. For groups that wish to submit an application beginning with the September 9, 2011, deadline in the Civic Engagement-Grassroots Leadership Development and the Affordable Housing, Civic Engagement and Teen Development Public Policy areas, all applications and grant reports are to be submitted through the Foundation's new online grant application and reporting system. All other organizations should be in touch with their program officer or Susan Perry, Administrative Manager, at (617) 426-5600, ext. 307 or sperry@hyamsfoundation.org, prior to submitting either a grant report or application. Unless a Hyams staff member advises otherwise, groups applying for funding as of July 20, 2011 onward are required to use the online system. To access Hyams' online system and summary of the application, please click on the following link <https://www.quickbase.com/db/bfyabsmqy>.

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 in the form of an email to Susan Perry at sperry@hyamsfoundaiton.org. 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.

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 (IRS) Code and "not a private Foundation" under section 509(a) of the Code. If your organization has an IRS determination letter with a 509(a)(3) ruling, please contact Susan Perry, sperry@hyamsfoundation.org or 617-426-5600 x307, before submitting an online grant proposal. If you do not have an IRS determination letter, identify a fiscal sponsor. Instructions on uploading the IRS determination letter and signed letter by the executive director from the fiscal sponsor stating it would accept expenditure responsibility for a grant, if in fact a grant is voted are on the online grant application.
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. The grant report and program outcome information must be submitted. Specific information on what needs to be submitted online is included in the online grant report section for groups to which this applies. As noted above, all other organizations should contact their program officer should they have any questions about their grant reports.

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 1st 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

Types of Foundation Support

The Foundation will make operating, program/project, and technical assistance/capacity-building grants to community-based organizations in all three of its major outcome areas under the circumstances described herein. 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) or 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. Any group is invited may make its case for multi-year support in its online application. This will be considered during the review process.

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.

Special Opportunities Fund: The Foundation has created 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. A very limited amount of funding will be available to respond to unanticipated and compelling community issues each year. These funds may not be used to address cash flow or related financial emergencies of individual nonprofit organizations. Please consult the grant guidelines. Any organization interested in accessing these funds should send a email to Susan Perry at sperry@hyamsfoundation.org.

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 via email 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.
5. 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 grantmaking guidelines.