

U.S. TRUST
PHILANTHROPIC SOLUTIONS
Grantmaking Procedures – Connecticut Office

I. INTRODUCTION

Bank of America, N.A. serves as trustee, co-trustee, or agent to numerous private foundations. The Connecticut-based Philanthropic Solutions office manages many of these discretionary foundations which support nonprofit organizations serving vital community needs. The majority of these foundations were created and structured by donors to provide focused grantmaking based on specific program and/or geographic funding guidelines.

Working with internal or external distribution committees, co-trustees, family members, or external advisors, we carefully evaluate grant proposals to ensure that meaningful grants are awarded in accordance with the philanthropic mission of each foundation. We have prepared these grantmaking guidelines as a general overview to help the nonprofit community better understand the grantmaking goals and process for Connecticut-based foundations.

Section IV provides a summary of many of the major foundations administered in Connecticut, their application deadlines and other key information. There are additional discretionary foundations in Connecticut that are not currently listed in this document or on our website. After researching foundations on our website, if you have not identified a potential funding match, please contact us at ct.grantmaking@ustrust.com. We will advise you if there are other potential funding matches among other foundations that are not currently listed.

The majority of grants are awarded in Connecticut; however, there are a few foundations with geographic focus areas reaching outside the state. Please review Section IV of these guidelines to learn more about the various foundations and their geographic focus areas.

Please note that if your organization is awarded a grant, a Post Grant Evaluation Report is required within 1 year of the grant application date. Please see pages 5, 6 and 7 for more details.

II. PHILANTHROPIC GOALS

Program Focus Areas

We seek to positively impact the lives of the traditionally underserved within our communities through our support of charitable organizations. There are a limited number of Connecticut foundations where the donor granted **broad** funding discretion to U.S. Trust. These foundations generally fund the areas of human services, education, health care, the arts, and the environment.

The majority of foundations administered in Connecticut have specific funding guidelines; therefore, we ask that you please refer to our website, www.bankofamerica.com/grantmaking, to learn more about the specific program focus areas. You may research the various foundations using the Find a Foundation Search feature which will provide you with further details and giving preferences of the foundations.

Type of Support

The foundations primarily fund program or project support. A limited number of foundations also provide operating and/or capital support. We do not provide support for endowment campaigns.

Please refer to our website to learn more about the giving preferences and restrictions. You can navigate to all of these foundations using the Find a Foundation search feature, and then you can research each respective Foundation Detail page for further details and giving preferences.

Other

We typically do not provide support for start-up nonprofits or programs that are not yet established. However, we are open to discussing possible opportunities with you.

Grantee Lists

You may review each foundation's most recent list of grantees in the 'Grant History' section of each Foundation Detail page. The Foundation Center (www.foundationcenter.org) provides interactive *Foundation Maps* as part of their eGrant Reporting Program. When you select the Grant History link on each of our Foundation Details pages, please review the Foundation Center's FAQ section to learn more about how to navigate the Maps.

III. APPLICATION PROCEDURES

Each foundation has its own mission statement, funding parameters, and application deadlines. The first step in the application process is to determine if there is a match between your organization's work and the funding parameters of any of the foundations. Based on these results, you will select a particular foundation(s) to direct your application.

*Due to the high volume of inquiries, we ask that you visit our website to research the most appropriate funding matches **before** contacting us with questions and clarifications.*

Before You Apply

Before you start the application process, we recommend that you thoroughly research the information provided at www.bankofamerica.com/grantmaking. The website provides detailed information about each foundation, and the Find a Foundation search feature may assist you further in selecting the various foundations. Specifically, we recommend that you thoroughly read the **Foundation Detail** pages, which are 1-page summaries on each foundation, and the **Frequently Asked Questions** (FAQ) tab which provides helpful overview information. After exploring our website, you should be able to determine:

1. An appropriate foundation by entering the *Area Served* and/or *Program Type* preference(s) in the search filter
2. If your organization meets the geographic and/or programmatic parameters of the specific foundation
3. The proposal deadline of the specific foundation, ensuring that your proposal is submitted at the appropriate time of the year

Please refer to Section IV for details about the geographic focus area(s) and proposal due dates of each foundation.

A post-grant evaluation for any prior grant award must be submitted in order to be eligible to apply in a subsequent year. (Refer to Grant Reporting section on page 5)

Submitting an Application

Please note that the majority of **the foundations have moved to an online application process**. Please see the individual Foundation Detail page to access the ‘Apply Now’ link and to review the Online Application Help document for more detail. For your convenience, only the foundations **not** currently accepting online applications are in **bold** type in section IV.

Special Requirements:

The foundations listed below require online applications and have a geographic restriction for which we require a breakdown of number/percentage of people served **by specific towns**. Please note the breakdown of number/percentage of people served **by specific towns in the online** application in the ‘*Demographics for This Request section: Additional Demographics*’ field.

- The Anna Fitch Ardenghi Trust
- The Thomas J. Atkins Memorial Trust
- The Lena Benas Memorial Fund
- The Bodenwein Foundation
- The Marion Isabell Coe Fund
- The George Ensworth Memorial Fund
- The David Lane Trust
- The Frank Loomis Palmer Fund
- The Katherine Matthies Foundation
- Frederick McDonald Trust
- The Marjorie Moore Charitable Foundation
- The Linford & Mildred White Fund

Please submit online applications by 11:59 p.m. on the day of the foundation’s deadline date. If the deadline falls on a weekend or a federally recognized holiday, applications are due on the next business day by 11:59 p.m.

Online grant applications will be accepted 24-hours a day, 7 days a week, generally on, or prior to the proposal due date. However, applicant inquiries can only be answered during normal business hours, Monday through Friday, 9 a.m. – 5 p.m. EST. Please be advised that technical support is **NOT** provided on weekends for password resets or general technical inquiries. Therefore it is best to start your application early, seek technical support during business hours, and to submit your application in advance of the due date.

Exceptions:

Below are the foundations that do not accept the Standard Grant Application format-hard copy or online. Please contact the Foundation Officer listed on the respective Foundation Detail page on our website for the appropriate application form.

- The Foulds Family Foundation
- The Robert E. Leet and Clara Guthrie Patterson Trust

Foundations that require the Standard Grant Application – hard copy

Please follow the Philanthropic Solutions Standard Grant Application format, which includes a 2-page cover sheet that must be submitted with the narrative request. You can download the Standard Grant Application format and Cover Sheet form from the Foundation Detail page at www.bankofamerica.com/grantmaking.

- Frederick W. Marzahl Memorial Fund
- Eugene G. & Margaret M. Blackford Memorial Fund

Application Page Limits for foundations requiring hard copy proposals

The total length of your grant proposal should **not exceed 5 pages** (excluding the cover sheet). Please be concise yet thorough in your responses to the questions. Do not include extraneous information for the sake of meeting the maximum page length.

The required number of proposal copies is indicated in the Foundation Detail pages on our website as well as in the chart in Section IV. These proposals must be submitted via regular mail and **post-marked** by the application deadline.

Please send to the following address:

Amy Lynch
Philanthropic Client Manager
Foundation Name (please include the Foundation Name)
U.S. Trust
Philanthropic Solutions
99 Founders Plaza
CT2-547-05-19, 5th floor
East Hartford, CT 06108

Please note the following important submission information for foundations requiring hard copy proposals:

- Please do **not** include video tapes or DVDs with your proposal submission
- Please submit the appropriate number of copies of the proposals (including 1 with an original signature) on 8 ½" x 11" paper. We ask that you **not** use binders or report covers.
- Hand-delivered applications are **not** accepted
- Completed applications for the Foulds Family Foundation, Frederick W. Marzahl Memorial Fund and the Eugene G. & Margaret M. Blackford Memorial Fund may be emailed to ct.grantmaking@ustrust.com, but **MUST** contain the following in the subject line [Foundation name to which you are applying and your Organization name]
- The deadlines are strictly enforced
- Please do not include us on your general mailing list for all publications

Please include letters of support from the school superintendent and the school principal for all programs offered in the public school system.

Grant Reporting

A report is required within 1 year of the grant application date, regardless of whether all the funds have been spent. You will be **ineligible** for future grant funding if this report is not received by the specific due date which is indicated in the grant award letter.

We prefer that you use our post grant evaluation form on pages 6 & 7. However, we will also accept the Connecticut Council of Philanthropy Common Report Form, which may be downloaded from <http://www.ctphilanthropy.org>. The report may be emailed to us but please be sure to include in the subject line the following information: “Post Grant Evaluation for the [*Note the Foundation Name*] and [*Name of your organization*]”

Please feel free to include pertinent program reports, newsletters, and funding announcements **with your final report.**

IV. LIST OF FOUNDATIONS

Below is a list of the major foundations managed by the Connecticut office with geographic and program focus areas, corresponding application deadlines, and decision dates. Please note that the foundation names in **bold** type below have **not** moved to the online proposal process. See the individual Foundation Detail pages for more information.

Foundation Name	Geographic Focus	Program Type	Application Deadline	Decision Time Frame	# of Copies
Ensworth Charitable Foundation	Hartford & Surrounding Communities	Arts, Culture, & Humanities; Education; Health; Human Services	January 15	3-4 months	N/A – Online Application
The Lucy Downing Nisbet Charitable Fund	Organizations operating in VT	Animal-Related; Arts, Culture, & Humanities; Education; Environment; Health; Human Services	January 15	2-3 months	N/A – Online Application
George A. & Grace L. Long Foundation	Connecticut	Arts, Culture, & Humanities; Education; Health; Human Services	January 15 June 15	2-3 months	N/A – Online Application
Lily Palmer Fry Memorial Trust	New York City & Westchester County, NY; Fairfield & Hartford Counties, CT	Human Services	February 1	2-3 months	N/A – Online Application
Charles Nelson Robinson Fund	Hartford, CT	Education; Health; Human Services	February 15	2 -3 months	N/A – Online Application
R.S. Gernon Trust	Norwich, CT	Education; Health; Human Services	February 15 August 15	2-3 months	N/A – Online Application
Evelyn W. Preston Memorial Fund	Hartford, Connecticut	Arts, Culture, & Humanities	February 28	2-3 months	N/A – Online Application
Horace A. Moses Charitable Trust	Springfield and surrounding communities	Education, Health & Human Services	March 1	2-3 months	N/A – Online Application

Foundation Name	Geographic Focus	Program Type	Application Deadline	Decision Time Frame	# of Copies, if applicable
Mr. & Mrs. William Foulds Family Foundation	Manchester, CT	Arts, Culture, & Humanities; Education; Human Services	April 30	2-3 months	Hard copy application 3 copies (including original)
Katharine Matthies Foundation	Lower Naugatuck Valley, CT *	Education; Health; Human Services	May 1	3-4 months	N/A - Online Application
George H.C. Ensworth Memorial Fund	Glastonbury, CT	Arts, Culture, & Humanities; Education; Environment; Health; Human Services; Religion-related	May 15	2 months	N/A - Online Application
William T. Sloper Trust for Andrew J. Sloper Musical Fund	New Britain, CT	Arts, Culture, & Humanities	June 1	2-3 months	N/A – Online Application
Marjorie Moore Charitable Foundation	Kensington & Berlin, CT	Arts, Culture, & Humanities; Education Environment; Health; Human Services	June 1 December 1	2-3 months	N/A - Online Application
Anna Fitch Ardenghi Trust	New Haven, CT	Arts, Culture, & Humanities; Education; Health; Human Services	June 15	2-3 months	N/A – Online Application
Mabel F. Hoffman Charitable Trust	Hartford, CT & Surrounding Towns	Education; Health; Human Services	June 23	2-3 months	N/A – Online Application
Linford & Mildred White Charitable Fund	Waterbury, CT & Surrounding Communities	Education; Health; Human Services	June 15	2-3 months	N/A - Online Application
David N. Lane Trust for Aged & Indigent Women	Fairfield & New Haven Counties, CT	Health; Human Services	June 15	2-3 months	N/A - Online Application
Frederick McDonald Trust	Albany, NY*	Education, Health, Human Services	June 30	2-3 months	N/A – Online Application
Harold & Rebecca H. Gross Foundation	Connecticut	Education, Health, Human Services	July 1 Letter of Intent/Full proposal by invitation only	2-3 months	N/A – Online Letter of Intent
Joseph S. Stackpole Charitable Trust	Hartford County, CT	Education; Human Services	August 1	2- 3 months	N/A - Online Application

Foundation Name	Geographic Focus	Program Type	Application Deadline	Decision Time Frame	# of Copies
Swindells Charitable Foundation	Connecticut	Health; Human Services	August 1	2-3 months	N/A – Online Application
Elizabeth Carse Foundation	Connecticut	Education; Human Services	August 15	2-3 months	N/A - Online Application
The Charles Parker Trust/ Public Music Fund	New Britain, CT	Arts, Culture, & Humanities	September 1	2-3 months	N/A – Online Application
Robert E. Leet & Clara Guthrie Patterson Trust	Connecticut	Health	Jul; Deadline date published on HRiA website.	5-6 months	Visit https://hria.org/tmf/patterson/
Eugene G. & Margaret M. Blackford Memorial Fund	Connecticut	Education; Health; Human Services	October 1	2-3 months	Hard copy application 3 copies (including the original)
Thomas J. Atkins Memorial Trust Fund	Middlesex County, CT	Education; Health; Human Services	October 1	2-3 months	N/A – Online Application
Lena Benas Memorial Fund	Litchfield, CT and Surrounding Communities*	Health; Human Services	November 1	2 months	N/A - Online Application
Marion Isabell Coe Fund	Litchfield County, CT *	Human Services	November 1	2 months	N/A - Online Application
Frederick W. Marzahl Memorial Fund	Woodbury, CT	Education; Health; Human Services	November 1	2-3 months	Hard copy application 4 copies (including the original)
Olga Sipolin Children’s Fund	Connecticut	Education; Health; Human Services	November 1	2-3 months	N/A - Online Application
Frank Loomis Palmer Fund	New London, CT	Arts, Culture, & Humanities; Education; Health; Human Services	November 15	3-4 months	N/A - Online Application
Bodenwein Public Benevolent Foundation	New London County, CT *	Arts, Culture, & Humanities; Education; Health; Human Services	November 15	3-4 months	N/A - Online Application
The Charles H. Hall Foundation	Western Massachusetts	Arts, Culture, & Humanities; Education; Health; Human Services; Religion-Related	December 1	3-4 months	N/A – Online Application

* Please see Foundation Detail page for further geographic restriction.

V. CONTACTS

For general inquiries, please contact us at ct.grantmaking@ustrust.com. After you have visited the website and conducted preliminary research, you may contact one of the foundation contacts. Our staff contact information is also listed below for your convenience.

<u>Name</u>	<u>Email Address</u>	<u>Phone Number</u>
Amy R. Lynch SVP, Philanthropic Client Manager	amy.r.lynch@ustrust.com	1.860.244.4870
<i>Anna Fitch Ardenghi Trust</i>		<i>George A. & Grace L. Long Foundation</i>
<i>Thomas J. Atkins Memorial Trust Fund</i>		<i>Frederick W. Marzahl Memorial Fund</i>
<i>Lena Benas Memorial Fund</i>		<i>Katharine Matthies Foundation</i>
<i>Eugene G. & Margaret M. Blackford Memorial Fund</i>		<i>Marjorie Moore Charitable Foundation</i>
<i>Bodenwein Public Benevolent Foundation</i>		<i>Marion Isabell Coe Fund Frank Loomis Palmer Fund</i>
<i>Elizabeth Carse Foundation</i>		<i>The Lucy Downing Nisbet Foundation</i>
<i>George H.C. Ensworth Memorial Fund</i>		<i>The Charles Parker Trust for Public Music Fund</i>
<i>Ensworth Charitable Foundation</i>		<i>Robert E. Leet & Clara Guthrie Patterson Trust</i>
<i>Mr. & Mrs. William Foulds Family Foundation</i>		<i>Charles Nelson Robinson Fund</i>
<i>Lily Palmer Fry Memorial Trust</i>		<i>Olga Sipolin Children's Fund</i>
<i>R.S. Gernon Trust</i>		<i>William T. Sloper Trust for Andrew J. Sloper Musical Fund</i>
<i>Harold & Rebecca H. Gross Foundation</i>		<i>Joseph S. Stackpole Charitable Trust</i>
<i>Mabel F. Hoffman Charitable Trust</i>		<i>Swindells Charitable Foundation</i>
<i>David N. Lane Trust for Aged & Indigent Women</i>		<i>Linford & Mildred White Charitable Fund</i>

Regina Collins SVP, Philanthropic Client Manager	regina.j.collins@ustrust.com	1.860.244.4877
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Frederick McDonald Trust

Thea Katsounakis VP, Philanthropic Client Manager	thea.e.katsounakis@ustrust.com	1.413.787.8524
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Charles H. Hall Foundation
Horace A. Moses Charitable Trust