

Bank of America Private Bank Philanthropic Solutions Grantmaking Procedures – Illinois Office

I. INTRODUCTION

Bank of America, N.A. serves as trustee, co-trustee, or agent to numerous private foundations. Many of these foundations are managed by the Private Bank, Philanthropic Solutions group. The donors of several of the foundations managed by the Illinois office have granted discretion to Bank of America Private Bank to design and execute a charitable grantmaking program to support nonprofit organizations serving vital community needs.

Working with either an internal distribution committee or in conjunction with a co-trustee, family member, advisory committee, or external advisor, 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 tool to help the nonprofit community better understand the grantmaking goals and grant application process for these foundations.

The majority of grants are awarded in Illinois. However, please review Section IV of these guidelines to learn more about the various foundations and their geographic focus areas.

For information on submitting progress reports or final reports, please see pages 6, 7 & 8.

II. PHILANTHROPIC GOALS

Program Focus Areas

Through our support of charitable organizations, we seek to positively impact the lives of the traditionally underserved within our communities. Since each foundation has a unique charitable giving area, we ask that you please refer to our website, www.bankofamerica.com/grantmaking, to learn more about the program focus areas. 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 of the foundations.

Type of Support

Some foundations have restrictions on the type of support (operating, program, etc.) that can be provided. The majority of grants are 1 year in duration. However, to better support the capacity of nonprofit organizations, some of the foundations will consider multi-year funding requests.

Please visit 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 research each respective **foundation detail** page for further details and giving preferences of the various foundations.

Grantee Lists

You may review each foundation's most recent list of grantees in the 'Grant History' section of each foundation detail page. The interactive *Foundation Maps* tool is part of Candid-The Foundation Center's eGrant Reporting Program. To learn more about navigating the Maps, visit Candid-The Foundation Center's tour of *Foundation Maps*. (<https://maps.foundationcenter.org/tour.php>)

III. APPLICATION PROCEDURES

The Illinois office currently manages a number of separate discretionary foundations, each with its own mission statement and funding parameters. The first step in our streamlined application process is to select a foundation toward which to apply. This step requires you to determine if there is a match between your organization's work and the funding parameters of the selected foundation.

Before You Apply

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 in fact meets the geographic and/or programmatic parameters of the specific foundation. Please refer to Section IV for brief details about the geographic focus area(s) and proposal due dates of each foundation.
3. The proposal deadline of the specific foundation, ensuring that your complete proposal is submitted at the appropriate time of the year.

Submitting an Application

Please note: All of the Illinois foundations have moved to an online grant application process.

Please review the **foundation detail** pages at www.bankofamerica.com/grantmaking. On each foundation's detail page you will find the mission, guidelines, regional procedures, the online application help document and the 'Apply now' link.

Please submit online applications by 11:59 p.m. on the day of the foundation's deadline date. If the application deadline date falls on a weekend or a federally recognized holiday, we do not extend the deadline, therefore applications must be submitted on the prior 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.

Please Note:

1. **Only 1 application may be submitted, per organization, per calendar year, to any one of the 5 discretionary foundations noted below.** For instance, if you submit a proposal to Carl R. Hendrickson Family Foundation, you are not eligible to submit another application to any of the other foundations listed below until the start of the following calendar year.

Alfred Bersted Foundation
Grace Bersted Foundation
Henrietta Lange Burk Fund
Carl R. Hendrickson Family Foundation
Colonel Stanley McNeil Foundation

2. There are exceptions to this rule, however. You may submit an application to any one of the foundations listed below, even if an application has been submitted within the same year to one of the 5 foundations listed above.

G. A. Ackermann Memorial Fund
Harry S. Black & Allon Fuller Fund
Dr. Ralph and Marian Falk Medical Research Trust
Marion Gardner Jackson Charitable Trust
A. Montgomery Ward Foundation

3. If a foundation noted above has bi-annual deadlines within a calendar year, you must select one of the two deadlines and should not apply to both.
4. If your organization receives a grant award from any of the 12 foundations noted above, you are ineligible to re-apply again until the start of the following year, after the end of your grant period.

IV. LIST OF FOUNDATIONS

Below is a full list of the discretionary foundations managed by the Illinois office with geographic focus areas, corresponding application deadlines and decision dates. Please note that all of the foundations in the IL office have moved to an online proposal application process.

Name of Foundation	Geographic Focus of Foundation	Application Deadline*	Decision Date
Henrietta Lange Burk Fund	IL* (Chicago Metropolitan Area)	March 1	June 30
A. Montgomery Ward Foundation	IL* (Chicago & Surrounding Communities)	April 1 October 1	June 30 December 31
G. A. Ackermann Memorial Fund	IL* (Chicago) NY* (New York City)	June 1	September 30
Alfred Bersted Foundation	IL* (DeKalb, DuPage, Kane & McHenry Counties)	June 1	September 30
Grace Bersted Foundation	IL* (DuPage, Kane, Lake & McHenry Counties)	June 1	September 30
Carl R. Hendrickson Family Foundation	IL	June 1	September 30
Colonel Stanley R. McNeil Foundation	IL* (Chicago Metropolitan Area)	June 1	September 30
Harry S. Black & Allon Fuller Fund	New York City, NY, Chicago, IL	June 30	October 31
Marion Gardner Jackson Charitable Trust	IL* (Quincy, IL & surrounding communities)	August 1	Mid-December
Dr. Ralph and Marian Falk Medical Research Trust	IL, IN, IA, KS, MI, MO, OH, NE, ND, SD, WI, National* Special consideration given to research being conducted in the Midwest	The Falk Medical Research Trust grant review process is externally administered by The Medical Foundation, a division of HRiA. The deadline is announced in July . For more information visit: http://www.hria.org/tmfservices/tmfgrants/falk.html	October
*Indicates a further geographic restriction			

V. CONTACTS

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Foundation Name

Alfred Bersted Foundation

Grace Bersted Foundation

Marion Gardner Jackson Charitable Trust

Montgomery Ward Foundation

G. A. Ackermann Memorial Fund

Harry S. Black Allon Fuller Fund

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Foundation Name

Henrietta Lange Burk Fund

Dr. Ralph and Marian Falk Medical Research Trust

Carl R. Hendrickson Family Foundation

Colonel Stanley R. McNeil Foundation

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Post Grant Reporting

A grant report is required within 1 year of the grant application date, regardless of whether all of the funds have been spent. You will be ineligible for future grant funding if this report is not received within a year of the grant award. Organizations receiving a multi-year award are required to submit reports annually until the end of the grant term.

Online grant report forms, for approved requests submitted online, will be published in your [MyAccount](#) portal in the Requirement tab. If the online grant report form is not yet visible, please let us know via email at ilgrantmaking@bofa.com, and we will publish an online form to your account.

If you submitted a hard copy application for one of our foundations that does not use an online application process, please use our post grant evaluation form on **pages 7 & 8**. Your completed grant report may be emailed to ilgrantmaking@bofa.com. Be sure to include in the email subject line the following information: Post Grant Evaluation for the [*Note the Foundation Name*] and [*Name of your organization*].

Please note: The Dr. Ralph and Marian Falk Medical Research Trust has an alternative final report format. Details of the final report requirements for this foundation will be stated in the grant award letter.

Illinois Post Grant Evaluation Report

Private Bank - Philanthropic Solutions

Agency name/grantee: _____

Name of Foundation: _____

We look forward to receiving a report on the progress of the funded program within **one year of the grant APPLICATION date**. Please include brief responses to the following questions:

1. How did you fulfill the goals set by your organization in the grant application?

2. What are the lasting benefits of the project?

3. What problems did you encounter during the course of this project?

4. Please provide an itemized income and expense summary for the total project. Please indicate specific sources of all income. ***If there is a remaining grant balance, please explain here.***

5. If this project is on-going, please list the sources for future funding.

6. What are the specific plans, if any, for continuing the work started by this project?

Grant Expenditures

Please provide an itemized breakdown of grant expenditures.

Amount Awarded \$ _____ Date of Award: _____

Item/Program/ServiceExpenditure Amount[illegible]

Total Spent: _____ Remaining Balance: _____

Prepared by: _____

Print Name

Signature

Title: _____ *Date:* _____

VI. FREQUENTLY ASKED QUESTIONS (FAQs)

The following FAQs provide Illinois-specific guidance, but we encourage you to also review the FAQ tab at www.bankofamerica.com/grantmaking for a complete understanding of the grantmaking process. On the FAQ tab, we provide more nationally oriented FAQs.

Grantmaking Process

1. Which foundation should we choose? Do I need to direct my proposal to a particular one?

You will need to select a particular foundation to direct your application. Each of the foundations that our group manages has its own mission statement and funding parameters. Please research these foundations on our website first, and if you have further questions, please feel free to contact us.

2. Who reviews my proposal and makes the final funding decision?

After the proposal is received, the Philanthropic Administrator will conduct a preliminary check to ensure it is complete and meets with the funding parameters for the foundation. If it is complete, a Philanthropic Client Manager will take the lead on reviewing the proposal, conducting site visits, and requesting any additional information if needed. We may also work with a co-trustee or advisory committee in conducting this review. Once the due diligence process is complete, the Philanthropic Client Manager and other staff meet to discuss the merits of all proposals and make preliminary staff recommendations in the context of all pending requests. These recommendations are then submitted to a review committee which makes the final funding decisions.

Applying for a Grant

3. How do I identify an appropriate dollar request?

Foundations consider several factors when reviewing a request. These include: the significance of the need being addressed by the organization/project, how effectively the organization is working toward meeting that need, the organization and/or project budget size, and the connection of the organization/budget to the foundation's mission.

4. Are there other funding opportunities in Illinois available from foundations beyond the 12 described in this document and on the website?

Yes. There are many private foundations managed at Private Bank and serviced by Philanthropic Solutions. We have provided background and application information for certain foundations where Private Bank associates are involved in the discretionary grantmaking aspect of managing the foundation.

For other foundations administered by the Illinois Philanthropic Solutions office, the donors may have elected to focus the grantmaking scope or manage the grantmaking process themselves. For instance, some foundations serve select program or geographic parameters where broader outreach is not appropriate at this time.

Alternatively, other foundations may not accept unsolicited proposals or may have alternate forms of communication. Should you have questions about another foundation you know this office administers, please email ilgrantmaking@bofa.com.