

U.S. TRUST

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 U.S. Trust. The donors of several of the foundations managed by the Illinois office have granted fairly broad discretion to U.S. Trust 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 4, 5 & 6.

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. Because 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. As mentioned above, 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 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

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

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 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, with the **exception of the Elizabeth Morse Genius Charitable Trust**, 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.

The Elizabeth Morse Genius Charitable Trust has a two-step process for applying for a grant beginning with a Letter of Inquiry. As noted above, this trust does not have an online application process. Visit <http://www.emgeniustrust.org/imglib/GrantApplicationGuidelines.pdf> for more details.

Pease 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
Elizabeth Morse Genius Charitable Trust
Edward N. & Della L. Thome Memorial Foundation
A. Montgomery Ward Foundation
Herbert A. and Adrian W. Woods 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 14 foundations noted above, you are ineligible to re-apply again until the start of the following year, after the end of your grant period.

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. We are in the process of moving to online grant reports, so check your [MyAccount](#) portal to see if there is a Requirement tab visible. Open the Requirement tab to see if there is a published grant report form specific to your last grant award, if applicable.

If the online grant report form is not yet visible, please use our post grant evaluation form on pages 5& 6. Your completed grant report may be emailed to ilgrantmaking@ustrust.com, but 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*]”

Organizations receiving a multi-year award are required to submit reports annually up until the end of the grant term.

Please note: The Elizabeth Morse Genius Charitable Trust and the Dr. Ralph and Marian Falk Medical Research Trust have alternative final report formats. Details of the final report requirements for these two foundations will be stated in the grant award letter.

Grant Expenditures

Please provide an itemized breakdown of grant expenditures.

Amount Awarded \$ _____ Date of Award: _____

Item/Program/Service

Expenditure Amount

Total Spent: _____ Remaining Balance: _____

Prepared by: _____

Print Name

Signature

Title: _____ Date: _____

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 with the exception of the **Elizabeth Morse Genius Charitable Trust**.

Name of Foundation	Geographic Focus of Foundation	Application Deadline*	Decision Date
Elizabeth Morse Genius Charitable Trust www.emgeniustrust.org	IL* (Chicago & Cook County)	Rolling	Within 3-4 months of submission
G. A. Ackermann Memorial Fund	IL* (Chicago) NY* (New York City)	January 15 June 1	June 30 December 31
Alfred Bersted Foundation	IL* (DeKalb, DuPage, Kane & McHenry Counties)	January 15 June 15	April 15 September 30
Colonel Stanley R. McNeil Foundation	IL* (Chicago Metropolitan Area)	February 1 June 1	June 30 November 30
A. Montgomery Ward Foundation	IL* (Chicago & Surrounding Communities)	April 15 October 15	June 30 December 31
Henrietta Lange Burk Fund	IL* (Chicago Metropolitan Area)	June 1 November 1	September 30 March 31
Edward N. & Della L. Thome Memorial Foundation	MD, MI, National	Rolling (direct service grants) September (research) https://hria.org/tmf/thomeamd/ https://hria.org/tmf/thomead/	Rolling (direct service) December (research)
Harry S. Black & Allon Fuller Fund	New York City, NY, Chicago, IL	June 30	October 31
Carl R. Hendrickson Family Foundation	IL	July 31	Mid-November
Grace Bersted Foundation	IL* (DuPage, Kane, Lake & McHenry Counties)	August 1	November 1
Marion Gardner Jackson Charitable Trust	IL* (Quincy, IL & surrounding communities)	August 31	Mid-December
Herbert A. and Adrian W. Woods Foundation	Saint Louis, MO*	September 1	December 31
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

Foundation Name

Alfred Bersted Foundation
Grace Bersted Foundation
Dr. Ralph and Marian Falk Medical Research Trust
Carl R. Hendrickson Family Foundation
Marion Gardner Jackson Charitable Trust
A. Montgomery Ward Foundation

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SVP, Philanthropic Client Manager

G. A. Ackermann Memorial Fund
Harry S. Black Allon Fuller Fund
Elizabeth Morse Genius Charitable Trust
Henrietta Lange Burk Fund
Colonel Stanley R. McNeil Foundation
Edward N. & Della L. Thome Memorial Foundation
Herbert A. and Adrian W. Woods Foundation

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VP, Philanthropic Client Manager

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 Grants Manager will conduct a preliminary check to ensure it is complete and meets with the funding parameters for the foundation. If it is complete, a Foundation Officer 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 Foundation Officers 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 our Distribution 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 U.S. Trust and serviced by Philanthropic Solutions. We have provided background and application information for certain foundations where U.S. Trust 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@ustrust.com.