Bank of America Private Bank
Philanthropic Solutions
Grantmaking Procedures – Missouri 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 Missouri Private Bank, Philanthropic Solutions office. In Missouri, the donors of 18 of these foundations and charitable trusts have granted discretion to Bank of America Private Bank to design and execute charitable grantmaking programs 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 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 tool to help the nonprofit community better understand the grantmaking goals and grant application processes for these foundations.

For the Missouri foundations, there is a combined annual giving of over $20 million dollars awarded to charitable organizations. The majority of these grants are awarded in Missouri. 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 page 5.

II. PHILANTHROPIC GOALS

Program Focus Areas

Through our support of charitable organizations, we strive both to strengthen the fabric of the community and to reflect the diverse interests of our donors. We award grants for a broad array of charitable purposes in the following five areas: arts, culture, and humanities; education; health; human services; and capacity building and infrastructure development. For more information, please refer to our website, www.bankofamerica.com/grantmaking, and the respective **foundation details** pages for detailed information about these foundations. You can navigate to the foundations using the Find a Foundation search feature and research each respective **foundation details** page for further details and giving preferences of the foundations.

Arts, Culture, & Humanities. The Trusts support programming that:

- Fosters the enjoyment and appreciation of the visual and performing arts
- Strengthens humanities and arts-related education programs
- Provides affordable access
- Enhances artistic elements in communities
- Nurtures a new generation of artists.

Education. We believe that quality education is fundamental to success and is essential to the continued well-being of our community. Consequently, we are interested in systemic school improvement, particularly in the areas of management and teacher quality; academic programs that address the needs of disadvantaged children; and efforts to better connect schools with their communities.

Specifically, we fund programming that:

- Promotes effective teaching
- Improves the academic achievement of, or expands educational opportunities for, disadvantaged students
- Improves governance and management
- Strengthens nonprofit organizations, school leadership, and teaching
- Bolsters strategic initiatives of area colleges and universities.

Health. We pay special attention to the needs of society's most vulnerable people, including low-income children and their families, frail older adults, adults with disabilities, the homeless, and those with debilitating diseases and illnesses. We fund programming that:

- Improves the delivery of health care to the indigent, uninsured, and other vulnerable populations
- Addresses health and health care problems that intersect with social factors.

Human Services. We fund programming that:

- Strengthens agencies that deliver critical human services and maintains the community's safety net
- Helps agencies respond to federal, state, and local public policy changes.

Community Improvement & Capacity Building. Recognizing the inherent value in the nonprofit sector, we support grantmaking that strengthens, raises the profile, and builds excellence in organizations that are critical to the vitality of the city and the region. We fund capacity building and infrastructure development projects including:

- Assessments, planning, and implementation of technology for management and programmatic functions within an organization
- Technical assistance on wide-ranging topics, including grant writing, strategic planning, financial management services, business development, board and volunteer management, and marketing
- Mergers, affiliations, or other restructuring efforts.

Type of Support

Each foundation has unique giving preferences for the type of support provided (program, operating, capital, etc.). We ask that you refer to our website to review the respective **foundation details** pages for further details. Grants are 1 year in duration. However, if a project is expected to last longer than 1 year, the project's budget may cover a period of up to 3 years, including the agency's anticipated request of support in subsequent years.

In general, we do not provide grants to individuals; endowments; travel for individuals or groups when travel is the proposal's primary focus; municipal and community services, such as police and fire protection; annual fundraising or membership drives; government staff positions, except in public schools; publications or audiovisual programs unless they are part of a larger project.

We only support capital requests, such as those for buildings, land, or major equipment, when they meet a compelling community need and offer a broad social benefit. When we do participate in a capital project, our support is contingent on funding from other sources. We generally do not authorize payment until the organization has raised a significant amount of its total dollar goal.

Grantee Lists

You may review each foundation's most recent list of grantees in the 'Grant History' section of each **foundation details** 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 Missouri office currently manages a number of separate 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 details** 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

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 brief details about the geographic focus area(s) and proposal due dates of each foundation.

Submitting an Application

In general, only 1 application may be submitted per organization, per calendar year, for requests to the discretionary foundations listed below, specifically if the requests support the same geographic region. There are 2 exceptions to this rule noted below.

For example, if your organization submits an application to the Taylor S. Abernathy & Patti Harding Abernathy Charitable Trust in support of programs in KS, an additional application cannot be submitted within the same calendar year to the Louis & Elizabeth Nave Flarsheim Charitable Foundation in support of programs in KS.

In addition, if you submit a proposal to Victor E. Speas Foundation for the March deadline and your organization's request is declined, your organization is not eligible to submit another proposal to any of the other foundations listed below (for the same geographic region) until the start of the following calendar year.

Similarly, if your organization receives a grant award from one of the foundations below, your organization is ineligible to re-apply toward any of the foundations noted below for the same geographic region until the end of your grant period.

• Taylor S. Abernathy & Patti Harding Abernathy Charitable Trust	Greater Kansas City Metro Area: KS, MO
• William J. Brace Charitable Trust	Kansas City, MO
• Guy I. Bromley Trust	Atchison, KS, Greater Kansas City Metro Area: MO
• Louetta M. Cowden Foundation	Kansas City, MO
• Louis & Elizabeth Nave Flarsheim Charitable Foundation	Greater Kansas City Metro Area: KS, MO
• Walter S. & Evan C. Jones Testamentary Trust	Coffey, Lyon, Osage Counties, KS
• Lewis H. Humphreys Charitable Trust	KS
• Carrie J. Loose Trust	Kansas City, MO
• Edward F. Swinney Trust	Kansas City, MO
• John W. Speas & Effie E. Speas Memorial Trust	Greater Kansas City Metro Area: KS, MO
• Victor E. Speas Foundation	Kansas City, MO

There are 2 exceptions to this rule, however.

Exception 1: You may submit an additional application to **1** of the **3** foundations named below even if an application has been submitted within the same calendar year to another Missouri foundation from the list above**.** This is because the 3 foundations below serve very specific geographic regions. For example, if you submit an application to the John W. Speas & Effie E. Speas Memorial Trust in support of a program benefitting Kansas City, MO, and another application within the same calendar year to the Davis Family Trusts supporting Protestant Churches in MO, that is acceptable.

• George & Elizabeth Davis Family Trusts	Protestant Churches and religious institutions, MO
• Christine and Katharina Pauly Charitable Trust	Springfield, MO and surrounding SW Missouri
• The Manhattan Fund – Caroline Peine Charitable Foundation	City of Manhattan, Kansas
• K.D. & M.L. Steadley Memorial Trust	Carthage, MO
• Courtney S. Turner Charitable Trust	Atchison, KS

Exception 2: You may submit an additional application to one of the **4** foundations named below even if an application has been submitted within the same calendar year to another Missouri foundation from the list above**.** However, your additional request **must** be to support an alternative geographic area. For example, if you submit an application to the Lewis Humphreys to impact individuals in Topeka, KS and another application to the John W. Speas & Effie E. Speas Memorial Trust in support of a program benefitting Kansas City, MO, that is acceptable.

• Taylor S. Abernathy & Patti Harding Abernathy Charitable Trust	Greater Kansas City Metro Area: KS, MO
• Guy I. Bromley Trust	Atchison, KS; Greater Kansas City Metro Area: MO
• Louis & Elizabeth Nave Flarsheim Charitable Foundation	Greater Kansas City Metro Area: KS, MO
• John W. Speas & Effie E. Speas Memorial Trust	Greater Kansas City Metro Area: KS, MO

All of the foundations now require **online applications**. Please refer to each foundation's detail page to access the online application. www.bankofamerica.com/grantmaking.

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. CT. 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.

Post Grant Reporting

A grant outcomes report will be required for select foundations within 1 year of the grant application date, even if all awarded funds have not yet been spent. For grant outcomes for these foundations, you will receive an email from the foundation with a direct link to the online form in your GivingHub account. Required reports must be submitted by the stated due date for your organization to remain eligible for future funding. For multi-year grants, an annual report is generally required each year for the duration of the grant term.

For all other foundations that do not require grant outcomes report submitted via the GivingHub, you will be asked to upload a report with your next grant application where you can share updates, successes, or challenges related to your previous grant.

IV. LIST OF FOUNDATIONS

Below is a list of the major foundations managed by the Missouri office with geographic and program focus areas and application deadlines. All of the foundations below are now accepting proposal applications online. For more information, please review the **foundation details** page for each individual foundation at www.bankofamerica.com/grantmaking.

Foundation Name	Geographic Focus of Foundation	Program Type	Application Deadline	Decision Timeframe
Lewis H. Humphreys Charitable Trust	KS*	Arts, Culture, & Humanities; Community Improvement & Capacity Building; Education; Health; Human Services	March 31	June 30
The Manhattan Fund – Caroline Peine Charitable Foundation	City of Manhattan, Kansas; The KONZA Prairie, Kansas; and the town of Keats, Kansas*	Arts, Culture, & Humanities; Community Improvement & Capacity Building; Education; Employment; Environment; Food, Agriculture, & Nutrition; Health; Housing & Shelter; Human Services; Youth Development	LOI April 1, or October 1	LOI – 30 days 2nd Stage application – 2-3 months
K.D. and M.L. Steadley Memorial Trust	MO*	Animal-Related; Arts, Culture, & Humanities; Health; Housing & Shelter; Human Services; Youth Development	May 15; November 15	Rolling
Courtney S. Turner Charitable Trust	Atchison, KS	Community Improvement & Capacity Building; Education; & Health and Human Services	April 30	July 31
Taylor S. Abernathy & Patti Harding Abernathy Charitable Trust	KS, MO*	Arts, Culture, & Humanities; Community Improvement & Capacity Building; Education; Health; Human Services	May 31	September 31
Guy I. Bromley Trust	KS, MO*	Arts, Culture, & Humanities; Community Improvement & Capacity Building; Education; Health; Human Services	May 31	September 31
Louis & Elizabeth Nave Flarsheim Charitable Foundation	KS, MO*	Arts, Culture, & Humanities; Community Improvement & Capacity Building; Education; Health; Human Services	March 31	June 30
Carrie J. Loose Trust	MO	Community Improvement & Capacity Building; Education; Health; Human Services; Research	June 30	October 31

Foundation Name	Geographic Focus of Foundation	Program Type	Application Deadline	Decision Timeframe
Edward F. Swinney Trust	MO	Community Improvement & Capacity Building; Education; Health; Human Services	June 30	October 31
Louetta M. Cowden Foundation	MO*	Arts, Culture, & Humanities; Community Improvement & Capacity Building; Education; Health; Human Services	July 31	October 31
John W. Speas & Effie E. Speas Memorial Trust	KS, MO*	Arts, Culture, & Humanities; Community Improvement & Capacity Building; Education; Health; Human Services	July 31	October 31
Victor E. Speas Foundation	MO*	Arts, Culture, & Humanities; Community Improvement & Capacity Building; Education; Health; Human Services	July 31	October 31
Christine and Katharina Pauly Charitable Trust	MO*	Education; Health; Human Services	September 1	December 31
Herbert A. and Adrian W. Woods Foundation	Saint Louis, MO*	Animal-Related Arts, Culture, & Humanities; Health; Human Services; Religion-Related	September 1	December 31
Ina Calkins Board	MO*	Education; Health Human Services	September 1	December 31
John C. Lasko Foundation Trust	National	Religion-Related	September 30	Phase I Applicants will be notified of decisions in October
William J. Brace Charitable Trust	MO*	Arts, Culture, & Humanities; Community Improvement & Capacity Building; Education; Health; Human Services	October 31	January 31
George & Elizabeth Davis Trusts	MO*	Human Services; Religion-Related	October 31	January 31
Walter S. & Evan C. Jones Testamentary Trust	KS*	Education; Health; Human Services; Community Improvement & Capacity Building	Rolling	Prior to the next calendar quarter end

*Indicates a further geographic restriction.
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 holiday, proposals must be submitted on the prior business day by 11:59 p.m.

V. CONTACTS

Please feel free to email us to discuss your grant request before preparing a formal proposal.

Name	**Email Address**
Tony Twyman Managing Director, Sr. Philanthropic Client Manager	tony.twyman@bofa.com 1.816.292.4342

Taylor S. Abernathy & Patti Harding Abernathy Charitable Trust
Louis & Elizabeth Nave Flarsheim Charitable Foundation
William J. Brace Charitable Trust
Guy I. Bromley Trust
Ina Calkins Board
Louetta M. Cowden Foundation
George & Elizabeth Davis Trusts
Lewis H. Humphreys Charitable Trust
Walter S. & Evan C. Jones Testamentary Trust
John C. Lasko Foundation Trust
Carrie J. Loose Trust
The Manhattan Fund – Caroline Peine Charitable Foundation
Christine and Katharina Pauly Charitable Trust
John W. Speas & Effie E. Speas Memorial Trust
Victor E. Speas Foundation
K.D. and M.L. Steadley Memorial Trust
Edward F. Swinney Trust
Courtney S. Turner Charitable Trust
Herbert A. and Adrian W. Woods Foundation

VI. FREQUENTLY ASKED QUESTIONS (FAQ)

The following FAQs provide Missouri-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?
The foundations managed by the Kansas City, MO office represented on the website have overlapping interest areas—arts, culture, & humanities; community improvement and capacity building; education; health; and human services. When the foundation's interest areas are identical, there is no advantage (or disadvantage) to applying to one foundation over another. After reviewing the geographic or programmatic restrictions, please select a particular foundation to direct your application. If you have further questions, please feel free to contact us. Organizations are generally limited to one proposal per calendar year.

2. I applied to a particular foundation, but funding came from a different foundation. Why did this happen?
We will act in your best interest and may redirect the proposal if we believe there is a stronger chance of receiving funding elsewhere. For instance, sometimes there may be a better match in funding interests with another foundation, or the competition for dollars for that particular foundation may be higher than normal, and we want to give a strong proposal a "second chance."

3. 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 complete, additional staff may review the proposal, conduct site visits, and request additional information if needed. Once the due diligence process is complete, the Philanthropic Client Manager and staff may meet to discuss the merits of all proposals and make recommendations in the context of all pending requests. These recommendations are then submitted to our Discretionary Action Committee, which makes the final funding decisions. In some instances, we work closely with Co-Trustees in making the funding decisions for certain foundations.

As part of the review process, staff may contact other agencies, foundations, or individuals who have knowledge of the grant-seeking organization, conduct site visits, or invite you to discuss your proposal at the Bank. During this time, our staff may also suggest ways to refine your proposal.

Proposals that request significant amounts of funding, those that deal with complex or new programs, or those where significant questions remain unanswered will likely require longer review times. Staff will be able to advise you about the timetable for making a decision on your request.

Applying for a Grant

4. How do I identify an appropriate dollar request?
We do not pre-determine funding levels. Foundations consider several factors when reviewing a request, including 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. Applicants should request the amount that meets the needs of the program, is consistent with the organization's capacity, and accounts for other anticipated or received support. Grants generally range from $5,000 to $50,000.

5. Should I apply for operating, program, or capital support?

We place emphasis on the quality of the work being done and understand that organizations need various forms of support. We will consider many types of requests. Capital requests are rarely supported and must meet a compelling community need and offer a broad social benefit. We would advise organizations seeking capital support to contact us before submitting an application. Please review the individual **foundation details** pages on the website for details about the types of support provided.

6. Are there other Missouri-focused funding opportunities available from foundations beyond those described in this document and on the website?

Yes. There are many private foundations managed at Private Bank and the Missouri Philanthropic Solutions Team. We have provided background and application information for certain foundations that support the Greater Kansas City Metropolitan or Saint Louis areas, where Private Bank associates are involved in the discretionary grantmaking aspects of managing the foundation.

7. Should I apply for single or multi-year support?

All grants awarded by the Missouri Philanthropic Solutions office are 1 year in duration. However, if a project is expected to last longer than one year, the project's budget may cover a period of up to three years, including the agency's anticipated request of support in subsequent years.

8. Do you invest in start-up nonprofits or in programs that are not yet off the ground?

We typically do not provide support for start-ups.