

Bank of America Private Bank Philanthropic Solutions Grantmaking Procedures – New York Office

I. INTRODUCTION

Bank of America, N.A. serves as trustee, co-trustee or agent to numerous private foundations. Three of these foundations are managed by the New York Private Bank, Philanthropic Solutions office. 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 grants are awarded in New York and New Jersey. Please review Section IV of these guidelines to learn more about these foundations and their geographic focus areas.

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

The majority of grants are 1 year in duration. Grant requests for general operating support or program/project support are strongly encouraged. In general, grant requests for endowment campaigns, capital projects, or scholarly research will **not** be considered.

As mentioned above, please visit our website to learn more about the giving preferences and restrictions. You can research all of these foundations on the respective **foundation detail** pages.

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 New York office currently manages 3 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;
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 detail about the geographic focus area(s) and proposal due dates of each foundation.

Submitting an Application

Please note that all of the foundations require an online application process. Please see the individual foundation detail pages to access the 'Apply Now' link and review the Online Application Help document for more detail.

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.

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 ny.grantmaking@bofa.com, and we will publish an online form to your account.

IV. LIST OF FOUNDATIONS

Below is a full list of the discretionary foundations managed by the New York office with geographic focus areas, corresponding application deadlines, and decision dates. **Please note that all of the foundations have an online application process.** See the individual **foundation detail** page for more information.

Name of Foundation	Geographic Focus of Foundation	Application Deadline*	Decision Date
Edward & Ellen Roche Relief Foundation	New York City, NY	June 30	October 31
Helen and Ritter Shumway Foundation	Rochester, NY	June 30	December 31
Lydia Collins deForest Charitable Trust	NJ	November 30	February 28
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.			

V. CONTACT

*Lydia Collins deForest Charitable Trust
Edward & Ellen Roche Relief Foundation
Helen and Ritter Shumway Foundation*

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Please do not add this mailing address or email address to distribution lists.

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

VI. FREQUENTLY ASKED QUESTIONS (FAQs)

The following FAQs provide New York-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. 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 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.

Applying for a Grant

2. How do I identify an appropriate dollar request?

This depends on several factors, including the significance of the social need being addressed by the organization/project, how effectively the organization is working toward meeting that need, and the organization and/or project budget size.

3. 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, and therefore we will consider many types of requests. Yet, given limited dollars, we typically do not award many capital grants and prefer to provide operating and program support.

We encourage requests for operating support to help build the capacity and strengthen the nonprofit community, and we recognize the expressed need by the nonprofit community for more operating funding. Program requests can be stronger if a particular program fits with the foundation's mission, where the broader work of the organization does not. Small, program-related capital expenses may be included in general operating or program requests.

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

Not typically. We can only make grants to organizations that have received their own determination from the Internal Revenue Service as a public charity. We are also not able to make grants through the use of fiscal agents.