

Bank of America Private Bank Philanthropic Solutions Grantmaking Procedures – Rhode Island

I. INTRODUCTION

Bank of America serves as trustee, co-trustee, or agent to numerous private foundations. Many of these foundations are managed by Private Bank, Philanthropic Solutions group. In Rhode Island, the donors of 7 of these foundations 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.

There is a combined annual giving of almost \$1 million from these foundations. The majority of grants are awarded in Rhode Island. 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 3.

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

The majority of grants are 1 year in duration. Because each foundation has unique giving preferences for the type of support provided (program, operating, capital, etc.), we ask that you please refer to our website to learn more about the giving preferences and restrictions.

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 Rhode Island office currently manages 8 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

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.

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 the majority of the foundations noted on page 3 have moved to an online application format. Please review each foundation detail page for more information including the Online Application Help document and the 'Apply Now' link. We look forward to your feedback on this process.

Note the following important submission information:

- Please do **not** include any additional attachments other than those specifically requested by the foundation
- Email submissions are **not** accepted
- 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.

IV. LIST OF FOUNDATIONS

Below is a list of foundations including geographic focus areas, corresponding application deadlines, and decision dates. For more information, review the foundation detail page for each individual foundation at www.bankofamerica.com/grantmaking.

Name of Foundation	Geographic Focus of Foundation	Application Deadline*	Decision Date
The John Clarke Trust	RI; Aquidneck Island, Rhode Island, and within the East Bay area, RI	April 1 November 1	June 30 January 30 (of the following year)
Harry M., Miriam C. and William C. Horton Fund	RI*	November 1	March 31
Emma G. Harris Foundation	RI	2 – Stage process Submit Letter of Inquiry online by June 1	Select applicants will receive an email invitation in June to submit a full application by August 1. Final decisions by December 31.
John D. & Katherine A. Johnston Foundation	Newport, RI*	July 1	November 30
Vigneron Memorial Fund	Providence & Narragansett, RI*	July 1	November 30
Grant Sherburne Fund	Rhode Island	September 1	December 31
Adelaide Dawson Lynch Trust	RI	October 1	December 31
*Indicates further geographic restriction			

V. CONTACTS

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

We use a centralized email inbox and phone number in order to most efficiently respond to your inquiries. Please allow at least 1-2 business days for a response, as we sometimes experience very heavy volumes of requests.

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*John D. & Katherine A. Johnston Foundation
Vigneron Memorial Fund
Grant Sherburne Fund
Adelaide Dawson Lynch Trust*

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*Harry M. Miriam C. and William C. Horton Fund
The John Clarke Trust*

Dian Quinn
Managing Director, Philanthropic Client Director

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1.866.778.6859

Emma G. Harris Foundation

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.

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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 ma.ri.grantmaking@bofa.com and we will publish an online form to your account. 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*]”

VI. FREQUENTLY ASKED QUESTIONS (FAQs)

The following FAQs provide Rhode Island-specific guidance, but we encourage you to also review the FAQ tab on the Search for Grants page 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 8 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 the proposal is complete, additional staff will take the lead on reviewing the proposal, conducting site visits, and requesting any additional information if needed. Recommendations are then made in the context of all pending requests. These recommendations are then submitted to a review committee for final approval.

Applying for a Grant

3. How do I identify an appropriate dollar request?

Foundations consider several factors when reviewing a request: 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.

4. Are there other Rhode Island-focused funding opportunities available from foundations beyond the 7 described in this document and on the website?

Yes, please email ma.ri.grantmaking@bofa.com for information about these foundations.