

PRIVATE BANK
PHILANTHROPIC SOLUTIONS
Grantmaking Procedures – Texas 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 our Texas Philanthropic Solutions offices in Dallas and Fort Worth, Texas. Donors of these foundations and charitable trusts have granted discretion to Bank of America 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, 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 procedures as a tool to help the nonprofit community better understand the grantmaking goals and grant application processes for these foundations.

For the Texas foundations, there is a combined annual giving of over \$100 million dollars awarded to charitable organizations. The majority of these grants are awarded in Texas. Please review Section IV of these guidelines to learn more about the various foundations and their geographic focus areas. In addition, please note that not all charitable foundations we manage are listed in Section IV of this document or listed at on the website at either the family or the foundation’s request. Visit www.bankofamerica.com/grantmaking for periodic additions and updates.

Carefully review all sections of both the Grantmaking Procedures to ensure compliance with all procedural requirements. Incomplete or incorrect applications cannot be considered.

Please note that if your organization is awarded a grant, a Post Grant Evaluation Report is required within 1 year of the grant award date. Please see pages 5 & 6 for more details.

II. PHILANTHROPIC GOALS

Program Focus Areas

Because each foundation has a unique charitable giving area, please refer to our website, www.bankofamerica.com/grantmaking, to learn more about the program focus areas. You can navigate to the foundations using the Search for Grants ‘Find a Foundation’ search feature, and research each respective Foundation Detail page for further details and giving preferences of the foundations.

Type of Support

As 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 review the respective Foundation Detail pages for further details. The majority of grants are 1 year in duration; however, we occasionally consider multi-year support.

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 Texas office currently manages a number of separate foundations, each with its own mission statement and funding parameters. However, we have standardized the application process and now require an online application for all of these foundations. 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, 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, please 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 details about the geographic focus area(s) and proposal due dates of each foundation.

Application: 1 Year Skip Cycles

Eligibility to re-apply for a grant award from the foundations noted below requires grantee organizations to **skip 1 grant cycle** (1-year) before submitting a subsequent application. For example, if your organization submitted a grant application for the February 2017 deadline and received a grant award in June, your organization would not be eligible to re-apply until February of 2019.

- Nathalie & Gladys Dalkowitz Charitable Trust
- Katrine Menzing Deakins Charitable Trust
- William E. Dean III Charitable Foundation
- Robert W. Knox, Sr. & Pearl Wallis Knox Charitable Foundation
- Marcia & Otto Koehler Foundation
- Helen Irwin Littauer Educational Trust
- Ann L. & Carol Green Rhodes Charitable Trust

- David & Betty Sacks Foundation
- Helen Gertrude Sparks Charitable Trust
- Stein Family Charitable Trust
- Crystelle Waggoner Charitable Trust

Application: 2 Year Skip Cycles

Organizations that receive a **1-year grant** from the foundations noted below must **skip 2 years** before submitting a subsequent application. For example, if your organization submitted a grant application for a February 2017 deadline and was awarded a grant in June, your organization would not be eligible to re-apply until February of 2019.

- Roy & Christine Sturgis Charitable Trust
- The Hillcrest Foundation
- W.P. & Bula Luse Foundation
- Katherine C. Carmody Charitable Trust

Multi-year grants: Organizations that receive a **multi-year grant** from the foundations noted below are not eligible to re-apply until **2 years** after the close of the grant cycle. For example, if your organization submitted a grant application for the February 2017 deadline and was awarded a 2-year grant in June, your organization would not be eligible to re-apply to the Hillcrest Foundation until February of 2020.

- Roy & Christine Sturgis Charitable Trust
- The Hillcrest Foundation

Application Eligibility rules for small foundations

Due to the limited amount of grant dollars available to distribute each year, the foundations noted below will **only** accept online grant applications from organizations with **annual operating budgets of less than \$20 million**.

- R.D. Beirne Trust
- Thelma Braun & Bocklett Family Foundation
- J.N. and Macie Edens Foundation
- Perry Dean & Alice Graham Charitable Foundation
- Luella Kemper Trust
- Carrie S. Orleans Trust
- Dr. & Mrs. Paul Pierce Memorial Foundation
- Garland D. Rhoads Foundation
- Annie Lee Robbins Foundation
- Eugene Straus Charitable Trust

Submitting an Application

Please follow the Online Help application instructions and use the ‘Apply Now’ link provided on each Foundation Detail page at www.bankofamerica.com/grantmaking. Please try to be as concise as possible when completing the online application.

Specific Application Requirements and Submission Information

1. Please do **not** include any additional attachments other than those specifically requested by the foundation.
2. 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 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. 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 tx.philanthropic@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.

IV. LIST OF FOUNDATIONS

Below is a list of foundations managed by the Dallas, Texas office that have approved an “open or public” grant application process. Each foundation below lists its areas of geographic and program focus, corresponding application deadlines, and decision dates. **All foundations have moved to an online application process.**

See the individual Foundation Detail pages for more information. Note that many of our donors’ foundations not listed on the website have chosen a “closed” application process, and we therefore solicit grant proposals from charitable entities upon their direction.

Foundation Name	Geographic Focus of Foundation	Program Type	Application Deadline	Decision Timeframe
R. D. Beirne Trust	TX	Human Services	January 1 August 1	2-3 months
Thelma Braun & Bocklett Family Foundation	Grayson County, TX	Arts, Culture, & Humanities; Education; Health; Human Services	January 1 August 1	2-3 months
Minnie M. Jones Trust	Grayson County, TX	Education; Health; Human Services	January 1 August 1	2-3 months
Luella Kemper Trust	Grayson County, TX	Education; Human Services	January 1 August 1	2-3 months
Dr. & Mrs. Paul Pierce Memorial Foundation	Grayson County, TX	Education; Health; Human Services	January 1 August 1	2-3 months
Clara Blackford Smith & W. Aubrey Smith Charitable Foundation	Grayson County, TX	Education; Health; Human Services	January 1 August 1	2-3 months
Nathalie & Gladys Dalkowitz Charitable Trust	San Antonio, TX area (Bexar County)	Arts, Culture & Humanities; Education; Human Services; Religion-Related	February 1	3-4 months
Helen Freeborn Kerr Charitable Foundation	TX	Medical Research	February 1	3-4 months
Marcia & Otto Koehler Foundation	TX	Arts, Culture, & Humanities; Education; Human Services; Youth Development; Medical Research	February 1	3-4 months
David & Betty Sacks Foundation	TX	Animal-Related; Arts, Culture, & Humanities; Education; Human Services	February 1	3-4 months
Shelby Rae Tengg Foundation for Heart and Cancer Research	Bexar County, TX	Medical Research	February 1	3-4 months

Foundation Name	Geographic Focus of Foundation	Program Type	Application Deadline	Decision Timeframe
Hillcrest Foundation	Dallas, TX and Surrounding Communities	Education; Health; Human Services	February 28 November 30 July 31 **	3 months
J. N. & Macie Edens Foundation	TX	Community Improvement & Capacity Building; Education; Human Services	March 1	3-4 months
Perry Dean & Alice Graham Charitable Foundation	TX	Arts, Culture & Humanities; Education; Human Services	March 1	3-4 months
Helen Irwin Littauer Educational Trust	Preference for Tarrant County, TX	Arts, Culture, & Humanities; Education; Food & Shelter; Health; Human Services	March 1	3-4 months
Ann L. & Carol Green Rhodes Charitable Trust	Tarrant County, TX	Arts, Culture, & Humanities; Education; Human Services	March 1	3-4 months
Annie Lee Robbins Charitable Foundation	TX	Arts, Culture, & Humanities; Education; Human Services	March 1	3-4 months
Marion & Miriam Rose Fund	AR (Little Rock)	Human Services	March 1	3-4 months
Roy & Christine Sturgis Charitable Trust	Texas (1 st preference for organizations in the Dallas area and then organizations in North Texas), AR	Arts, Culture, & Humanities; Education; Health; Human Services	March 1	3-4 months
Robert W. Knox, Sr. & Pearl Wallis Knox Charitable Foundation	National	Animal-Related; Education; Human Services; Religion-Related	April 1	3-4 months
Fichtenbaum Charitable Trust	TX (preference for Dallas County and North Texas surrounding counties)	Arts, Culture, & Humanities; Education; Health; Human Services; Youth Development; Research	May 1	3-4 months
Harry S. Moss Heart Trust	TX	Medical Research	May 1	3-4 months
Joni Elaine Templeton Foundation	TX	Animal-Related; Community Improvement & Capacity Building; Education; Human Services; Religion-Related	May 1	3-4 months

Foundation Name	Geographic Focus of Foundation	Program Type	Application Deadline	Decision Timeframe
Hahl Proctor Charitable Trust	Permian Basin Area, TX	Arts, Culture, & Humanities; Education; Human Services	May 15	3-4 months
Stinson Foundation	Permian Basin Area, TX	Arts, Culture, & Humanities; Education; Human Services	May 15	3-4 months
W.P. & Bulah Luse Foundation	TX	Education; Health; Human Services	June 1 December 1	3-4 months
Mercy Work Foundation of Oklahoma	OK	Animal-Related	June 15	3-4 months
Leola Osborn Trust	OK	Human Services; Mental Health & Crisis Intervention	June 15	3-4 months
Lavina Parker Trust	OK	Human Services; Mental Health & Crisis Intervention	June 15	3-4 months
William E. Dean III Charitable Foundation	National	Animal-Related; Education; Human Services; Religion-Related	July 1	3-4 months
Boyd & Evelyn Mullen Foundation	Houston, TX	Education; Human Services, Health, Medical Research, Religion-Related	July 31	3 months
Eugene Straus Charitable Trust	Dallas County, TX	Arts, Culture, & Humanities; Education; Environment; Health; Human Services; Religion-related	July 31	3-4 months
Katherine C. Carmody Charitable Trust	TX	Education; Human Services; Religion-Related	August 1	3-4 months
W. H. & Mary Ellen Cobb Charitable Trust	Panhandle; Amarillo and vicinity, TX	Human Services	August 1	3-4 months
Katrine Menzing Deakins Charitable Trust	Preference for Tarrant County, TX	Education; Health; Human Services	August 1	3-4 months
Carrie S. Orleans Trust	Dallas County, TX	Human Services	August 1	3-4 months
Helen Gertrude Sparks Charitable Trust	Preference for Tarrant County, TX	Arts, Culture, & Humanities; Education; Health; Human Services	August 1	3-4 months

Foundation Name	Geographic Focus of Foundation	Program Type	Application Deadline	Decision Timeframe
Stein Family Charitable Trust	Preference for Tarrant County, TX	Arts, Culture, & Humanities; Human Services	August 1	3-4 months
Crystelle Waggoner Charitable Trust	Preference for Tarrant County, TX	Arts, Culture, & Humanities; Human Services	August 1	3-4 months
Milton Hicks Wood & Helen Gibbs Wood Charitable Trust	TX	Human Services	August 1	3-4 months
Garland D. Rhoads Foundation	TX	Community Improvement & Capacity Building; Education; Health Care; Human Services; Religion-Related	September 1	3-4 months
** Rolling proposal due dates. Exact proposal due dates noted above.				

V. CONTACTS

For grant application inquiries, please contact us at tx.philanthropic@ustrust.com and your question will be referred to the appropriate person. Our staff contact information is listed below for your convenience.

Name

Debra Goldstein Phares

SVP, Philanthropic Client Director

Katherine C. Carmody Charitable Trust

Nathalie & Gladys Dalkowitz Charitable Trust

William E. Dean III Charitable Foundation

J.N. & Macie Edens Foundation

Fichtenbaum Charitable Trust

*Florence Foundation**

Perry Dean & Alice Graham Charitable Foundation

Helen Freeborn Kerr Charitable Foundation

Robert W. Knox, Sr. & Pearl Wallis Knox Charitable Foundation

*Louise J. & Millie Matcek Kocurek Foundation**

Marcia & Otto Koehler Foundation

*Hattie Mae Lesley Foundation**

Hillcrest Foundation

*Lesley Family Foundation**

Harry S. Moss Heart Trust

Boyd & Evelyn Mullen Foundation

Garland D. Rhoads Foundation

Annie Lee Robbins Charitable Foundation

Marion & Miriam Rose Fund

*Summerfield G. Roberts Trust**

David & Betty Sacks Foundation

Roy & Christine Sturgis Charitable Trust

*Robert E. Tatum Charity Fund**

Shelby Rae Tengg Foundation for Heart and Cancer Research

*Pierce M. Williamson & Jeanette G. Williamson Foundation**

Kelly Donohue

VP, Philanthropic Client Manager

*Carl C. Anderson, Sr. & Marie Jo Anderson Charitable Foundation**

R. D. Beirne Trust

Thelma Braun & Bocklett Family Foundation

W.H. & Mary Ellen Cobb Charitable Trust

Katrine Menzing Deakins Charitable Trust

*Roy & Emma Jenkins Memorial Trust**

Minnie M. Jones Trust

Luella Kemper Trust

Helen Irwin Littauer Educational Trust

W. P. & Bulah Luse Foundation

*Leo A. & Inez D. McDonald Trust**

Mercy Work Foundation of Oklahoma

Carrie S. Orleans Trust

Leola Osborn Trust

Lavina Parker Trust

Dr. & Mrs. Paul Pierce Memorial Foundation

Hahl Proctor Charitable Trust

Ann L. & Carol Green Rhodes Charitable Trust

Clara Blackford Smith & Aubrey Smith Charitable Foundation

Helen Gertrude Sparks Charitable Trust

Stein Family Charitable Trust

Stinson Foundation

Eugene Straus Charitable Trust

Joni Elaine Templeton Foundation

Crystelle Waggoner Charitable Trust

Milton Hicks Wood & Helen Gibbs Wood Charitable Trust

Robert Fox

SVP, Philanthropic Fiduciary Manager

*Kronkosky Charitable Foundation**

Debi Allen

VP, Philanthropic Administrator

Tanisha Brooks

Officer, Philanthropic Administrator

Meghan Donnelly

Philanthropic Administrator

** These foundations are not listed on the website. Contact tx.philanthropic@ustrust.com for information.*

VI. FREQUENTLY ASKED QUESTIONS (FAQ)

The following FAQs provide Texas-specific guidance, but we also encourage you to review the FAQ tab at www.bankofamerica.com/grantmaking for a complete description 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 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 receiving the proposal, the Relationship Manager will conduct a preliminary check to ensure it is complete and meets with the funding parameters for the foundation. If complete, additional staff will begin reviewing the proposal, conducting site visits, and requesting any additional information needed. Once the due diligence process is complete, the Relationship Manager and staff meet to discuss the merits of all proposals and make preliminary recommendations in the context of all pending requests. These recommendations are then submitted to the appropriate Board of Trustees or Distribution Committee for each respective foundation for 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, including: the significance of the need being addressed by the organization/project; how effectively the organization is working toward meeting that need; size of the organization and/or project budget; and the connection of the organization's budget to the foundation's mission.

4. 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. Some foundations, however, were created with very specific guidelines for the type of support that can be provided. Review the individual Foundation Detail pages on the website for details about the types of support provided.

5. Are there other Texas-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 Texas Philanthropic Solutions Team. We have provided background and application information for many foundations where Private Bank associates are involved in the discretionary grantmaking aspect of managing the foundation. For other foundations administered by the Texas Philanthropic Solutions office, please review the Contact section on page 12.

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

Although the majority of grants are 1 year in duration, some foundations occasionally consider multi-year requests. Review the individual Foundation Detail pages on the website for details about which foundations will consider making multi-year commitments.

7. 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.