

Bank of America 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 Private Bank, Philanthropic Solutions office in Dallas, Texas. Donors 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, 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 11-13 for more details.

II. PHILANTHROPIC GOALS

Program Focus Areas

Since 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

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 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 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 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, 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 received a grant in 2021, it would be ineligible to apply for the 2022 grant deadline.

- 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

1-year grants: Organizations that receive a grant from the foundations noted below must **skip 2 years** before submitting a subsequent application. For example, if your organization was awarded a grant in 2021, it would be ineligible to apply until 2024.

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

Multi-year grants: Organizations that receive a **multi-year grant** from the foundations noted below are ineligible to re-apply until **2 years** after receiving your last grant installment. For example, if your organization was awarded a 2-year grant in 2021, and last installment was received in 2022, your organization would be ineligible to apply until 2025.

- 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
- The Florence 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. CT.

Please be advised that technical support is only provided Monday through Friday, 9 a.m. – 5 p.m. EST and **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 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 of the foundations below 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 (Preference for Grayson County, 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	Preference for Navarro County, TX	Community Improvement & Capacity Building; Education; Human Services	March 1	3-4 months
Perry Dean & Alice Graham Charitable Foundation	Preference for Navarro County, 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	Preference for Navarro County, 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 (Preference for organizations in Harris County, TX and surrounding counties.)	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; Medical Research	May 1	3-4 months
Harry S. Moss Heart Trust	TX	Medical Research	May 1	3-4 months
Joni Elaine Templeton Foundation	TX (Preference for Travis County, 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 (Preference given to Navarro County, TX and Dallas, TX area)	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
The Florence Foundation	TX (Preference for Dallas County, TX and contiguous counties)	Education; Health; Human Services; Medical Research; Religion-Related	August 1	3-4 months

Foundation Name	Geographic Focus of Foundation	Program Type	Application Deadline	Decision Timeframe
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
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	Preference for Tarrant County, TX	Human Services	August 1	3-4 months
Garland D. Rhoads Foundation	TX (Preference for Navarro County, 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@bankofamerica.com and your question will be referred to the appropriate person. Our staff contact information is listed below for your convenience.

Name

Kelly Garlock

SVP, Philanthropic Client Manager

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

*Sylvan Baer Foundation**

R. D. Beirne Trust

Thelma Braun & Bocklett Family Foundation

*Prentice & Alline Brown Foundation**

Katherine C. Carmody Charitable Trust

J.N. & Macie Edens Foundation

Fichtenbaum Charitable Trust

Perry Dean & Alice Graham Charitable Foundation

Hillcrest Foundation

Minnie M. Jones Trust

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

*E.L. Kurth Charitable Foundation**

*Hattie Mae Lesley Foundation**

*Lesley Family Foundation**

W. P. & Bulah Luse Foundation

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

Harry S. Moss Heart Trust

Carrie S. Orleans Trust

Dr. & Mrs. Paul Pierce Memorial Foundation

Hahl Proctor Charitable Trust

Garland D. Rhoads Foundation

Annie Lee Robbins Charitable Foundation

Clara Blackford Smith & Aubrey Smith Charitable Foundation

Eugene Straus Charitable Trust

Stinson Foundation

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

Robert Fox

SVP, Philanthropic Client Manager

Nathalie & Gladys Dalkowitz Charitable Trust

William E. Dean III Charitable Foundation

Luella Kemper Trust

Helen Freeborn Kerr Charitable Foundation

*Louise J. & Millie Matcek Kocurek Foundation**

Marcia & Otto Koehler Foundation

*Kronkosky Charitable Foundation**

*Summerfield G. Roberts Trust**

Marion & Miriam Rose Fund

David & Betty Sacks Foundation

Roy & Christine Sturgis Charitable Trust

Shelby Rae Tengg Foundation for Heart and Cancer Research

*Cecilia Young Willard Helping Hand**

Meghan Donnelly Bennett
VP, Philanthropic Client Manager

W.H. & Mary Ellen Cobb Charitable Trust
Katrine Menzing Deakins Charitable Trust
*Roy & Emma Jenkins Memorial Trust**
Helen Irwin Littauer Educational Trust
*H.C. & C.B. Locke Charitable Trust**
Mercy Work Foundation of Oklahoma
Boyd & Evelyn Mullen Foundation
Leola Osborn Trust
Lavina Parker Trust
Ann L. & Carol Green Rhodes Charitable Trust
*RSMIS Foundation**
Helen Gertrude Sparks Charitable Trust
Stein Family Charitable Trust
Joni Elaine Templeton Foundation
Crystelle Waggoner Charitable Trust
*Willingham Foundation**
Milton Hicks Wood & Helen Gibbs Wood Charitable Trust

Debi Allen
VP, Philanthropic Administrator

Kevin Betancourt
Philanthropic Administrator

Mateo Henao
Philanthropic Administrator

Julia Rosenlof
Philanthropic Administrator

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

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

We are in the process of moving to online grant reports for approved grant applications submitted online, 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, let us know via email, tx.philanthropic@bankofamerica.com, and we can publish an online form to your account.

If you submitted a hard copy application for one of our foundations that does not use an online application process, please use our post grant evaluation form on **pages 12 & 13**. Your completed grant report may be emailed to tx.philanthropic@bankofamerica.com. Be sure to include in the email subject line the following information: Post Grant Evaluation for the [*Note the Foundation Name*] and [*Name of your organization*].

Texas Post Grant Evaluation Report
Bank of America Private Bank - Philanthropic Solutions

Agency name/grantee: _____

Name of Foundation: _____

We look forward to receiving a report on the progress of the funded program within **one year of the grant award date**. Please include brief responses to the following questions:

1. How did you fulfill the goals set by your organization in the grant application?

2. What are the lasting benefits of the project?

3. What problems did you encounter during the course of this project?

4. Please provide an itemized income and expense summary for the total project. Please indicate specific sources of all income. ***If there is a remaining grant balance, please explain here.***

5. If this project is on-going, please list the sources for future funding.

6. What are the specific plans, if any, for continuing the work started by this project?

Grant Expenditures

Please provide an itemized breakdown of grant expenditures.

Amount Awarded \$ _____ Date of Award: _____

<u>Item/Program/Service</u>	<u>Expenditure Amount</u>

Total Spent: _____ Remaining Balance: _____

Prepared by: _____ *Print Name* _____ *Signature*

Title: _____ *Date*: _____

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 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 will begin reviewing the proposal, conducting site visits, and requesting any additional information needed. Once the due diligence process is complete, the Philanthropic Client 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 review 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 Bank of America Private Bank and the Texas Philanthropic Solutions office. 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 Private Bank 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.