

Private Bank Philanthropic Solutions Grantmaking Procedures – Virginia 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 Private Bank, Philanthropic Solutions group. In the Virginia office, the donors of 5 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 over \$3 million from these foundations. Please review Section IV of these guidelines to learn more about the various foundations.

For information on submitting progress reports or final reports, please see pages 4, 5 & 6.

II. PHILANTHROPIC GOALS

Program Focus Areas

Through support of charitable organizations, we seek to improve the quality of life in the communities we serve.

Because each foundation has a unique charitable giving focus, please refer to our website, www.bankofamerica.com/grantmaking, to learn more about the specific areas of interest. You can use the Find a Foundation search feature to research each **foundation detail** page for further details and giving preferences.

Type of Support

As each foundation has unique giving preferences for the type of support provided (program, operating, capital, etc.), please refer to our website to review the respective **foundation detail** pages for further details. The majority of grants are 1 year in duration.

Please note that organizations that receive support from the Gwathmey Memorial Trust, the Morgan Trust, and the Seay Foundation generally will not be considered for additional funding sooner than three years from the end date of the previous grant.

In general, requests for debt reduction, loans, endowment or development campaigns, plans or studies; research; scholarship funds; and the production of films, television and radio programs are not considered. In addition, grants are not made to individuals, to individual churches or congregations, or to governmental agencies that are supported primarily by tax revenue.

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 VA office currently manages 5 discretionary foundations, each with its own mission statement and funding parameters. However, we have streamlined the application process. 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, 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 an appropriate foundation. 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 to approach 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 trusts have moved to 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. 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. 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 full list of the discretionary foundations managed by the VA office with geographic focus areas, corresponding application deadlines, and decision dates. **Please note that all of the trusts have moved to an online proposal process.** See the individual **foundation detail** pages for more information.

Name of Foundation	Geographic Focus of Foundation	Application Deadline	Decision Date
Thomas F. & Kate Miller Jeffress Memorial Trust	VA	January	Please visit www.tmfgrants.org/Jeffress for more information
Richard & Caroline T. Gwathmey Memorial Trust	VA	March 1 (basic services; workforce; and environment). September 1 (arts, culture & humanities; historic preservation; and education for disadvantaged youth)	June 30; December 31
Marietta McNeill Morgan & Samuel Tate Morgan, Jr. Trust	VA	March 1	June 30
George J. & Effie L. Seay Foundation	VA	March 1	June 30

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. CONTACTS

Name

Email Address

George Thorne, SVP, Philanthropic Client Manager

va.grantmaking@bofa.com

Richard & Caroline T. Gwathmey Memorial Trust

Thomas F. & Kate Miller Jeffress Memorial Trust

Marietta McNeill Morgan & Samuel Tate Morgan, Jr. Trust:

George J. & Effie L. Seay Foundation

Lesley Hulewicz, AVP, Philanthropic Administrator

va.grantmaking@bofa.com

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

If you submitted a hard copy application for one of our foundations that does not use the online application process, please use our post grant evaluation form on **pages 5 & 6**. Your completed grant report may be emailed to va.grantmaking@bofa.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*].

Post Grant Evaluation Report
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 APPLICATION 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 (FAQs)

The following FAQs provide specific guidance around the foundations noted on page 6, 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?

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. Because requests for support usually exceed available resources, organizations are advised to apply to **either** the Morgan Trust or the Seay Foundation.

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 complete, additional staff will begin 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 submitted to a review committee for final approval. We will contact you directly if there are questions concerning your application.

Applying for a Grant

3. How do I identify an appropriate dollar request?

Foundations consider several factors when reviewing a request. These include: 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 funding opportunities available from foundations beyond the 6 described in this document and on the website?

Yes, please contact va.grantmaking@bofa.com for information about these foundations.

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

The majority of foundations provide single-year grants. Please refer to the **foundation detail** pages for specific information on each foundation.