



Mabel Louise Riley Foundation

GUIDELINES

FOR

GRANT APPLICANTS

General

The Foundation's interests are developed by the knowledge and experience of the individual Trustees and by Trustee field visits and reports from consultants. Grants are encouraged which help address an important community-wide concern or to achieve a broad impact for the public's benefit, rather than to finance annual expenses.

Program Interests

The Foundation has supported programs designed to benefit a specific neighborhood as shown by its support of the residents of Boston's Dudley Street neighborhood.

The Trustees' current priorities include:

- ☛ Collaboration with other funders.
- ☛ Education and social services for disadvantaged children and adolescents.
- ☛ Preschool reading programs.
- ☛ Community development that will benefit low-income and minority neighborhoods, including job development and training, and housing.
- ☛ Citywide efforts in Boston and vicinity that promote cultural improvements and the arts.
- ☛ Grants that, despite some risk, offer a potential of high impact or significant benefits for a community. The Foundation is especially interested in leveraging its grants by funding new programs that can become self-sufficient or which may serve as a model in other geographic areas.
- ☛ Improvement of race relations and neighborhood safety issues.

Funding Availability

- ☛ Grants from the Foundation normally range from \$50,000 to \$100,000. Occasionally, when the Foundation decides to pursue a special initiative, the Trustees will consider smaller or larger funding commitments.
- ☛ Multiple year funding may be available, if necessary to fulfill the funding objectives.

Eligibility

- ☞ Requests are considered only from 501(c)(3) nonprofit organizations incorporated under the laws of Massachusetts. In recent years, the Foundation's grant making has focused on the city of Boston and vicinity with occasional support for projects in other areas of Massachusetts.
- ☞ Applicants whose formal grant requests have been denied must wait one full year before reapplying. Grant recipients should expect to wait two full years before submitting a new request.

Areas in which grants are NOT normally made

- ☞ Charitable activities outside of Massachusetts will not be funded. Support of projects outside the city of Boston and vicinity is limited.
- ☞ Grants to defray annual deficits, for regular operating budgets, or as the sole source of support for an agency will not usually be granted.
- ☞ Grants to governmental agencies and grants on behalf of individuals, for personal needs, travel, research, loans or scholarships will not be made.
- ☞ Grants for political purposes will not be made.

Application Procedures

- ☞ Applicants are required to submit a brief summary of their proposal (not more than 2 pages) without a cover letter before submitting a formal grant request.

This summary should briefly describe the purposes and objectives of the proposal, the history of the applicant and the amount requested from the Foundation. In addition to the two-page summary, a copy of the IRS 501(c)(3) Determination Letter and a program budget relative to the request should be included.

Summaries may be emailed to: info@rileyfoundation.com

There are no deadlines for these proposal summaries; it is an ongoing process. The Foundation will notify the applicant if the submission of a formal grant request is authorized.

Application Procedures (continued)

- If the filing of a formal grant request is authorized, it must be made using the Common Proposal Form of the Associated Grant Makers, 55 Court Street, Suite 520, Boston, MA 02108 - (617) 426-2606 (www.agmconnect.org). **The narrative portion of the formal grant request should not exceed five pages, and the attachments required by the Common Proposal Form must be included:**
 - **AGM Cover Summary**
 - **Executive Summary (one page snapshot of proposal narrative)**
 - **Current Financial Statements (Balance Sheet and P/L)**
 - **Most recent audited Financial Statement**
 - **IRS Form 990, Form 990EZ, or Form 990-N (if applicable)**
 - **Program Budget (multi-year, if applicable)**
 - **Organizational Budget (multi-year, if applicable)**
 - **Board of Trustees/Directors (with affiliations)**
 - **Resumes of key project personnel**
 - **Sources of funding with amounts (secured and pending)**
- Each formal grant request must contain a clear statement of how the success or failure of the program will be evaluated, including an outcome chart, if applicable.

Proposal Deadlines

- Grant meetings of the Foundation are scheduled for March, June, September, and December. If a formal grant request is authorized, it will be considered by the Trustees at the next quarterly grant meeting. All formal grant requests should be submitted at least sixty (60) days prior to the scheduled grant meeting.

Formal proposals may be emailed to: info@rileyfoundation.com

Contact

- The Foundation has authorized its staff to review all proposals and to represent them in contacts with applicants.
- The Trustees intend to maintain their practice of making selective field visits and/or meetings with applicants and grant recipients.

***For further
information,
please contact:***

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