

**Year**

**2014**

The East Boston Foundation

General Request for Proposals  
Guidelines, Policy & Procedures

THE EAST BOSTON FOUNDATION

# **General Request for Proposal Guidelines, Policy & Procedures**

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## **for**

© The East Boston Foundation 1216B  
Bennington Street  
East Boston, Massachusetts 02128 Phone  
617.561.6336 • Fax 617.561.6349

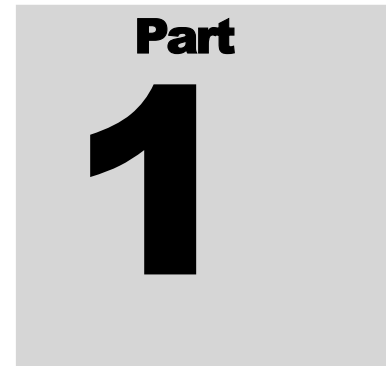
Lorene Schettino, *Executive Director*

Revised January 31, 2005

The East Boston Foundation is a non-profit organization recognized under Section 501(c)(3) of the Internal Revenue Code. A copy the Foundation's organizational documents, application for exemption, letter of determination and bylaws are available for inspection during regular business hours at the Foundation's offices or may be obtained at [www.ebfoundation.org](http://www.ebfoundation.org)

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## Introduction

The East Boston Foundation is a non-profit trust with a mission to address socioeconomic and environmental impacts on the East Boston community, which arise as a result of projects, facilities and activities now being carried out and to be carried out in the future at Boston-Logan International Airport (“Logan Airport”) by the Massachusetts Port Authority. Based on annual payments contributed to the East Boston Foundation by Massport and other organizations, and prudently managed by a community-based board of volunteers to increase in value over time, the Foundation is able to offer grants to organizations who maintain a goal to benefit and improve the quality of life for East Boston and its residents.

East Boston Foundation grants will be made in furtherance of several “mitigation purposes”, including:

- | The study and identification of properties not owned by Massport that may be used as parks or for open space in or abutting East Boston to mitigate the impact of Logan Airport;
- | Designation of such parks and open space to be known collectively as the “East Boston Park Program;”
- | Preparation of a plan for the development, maintenance, use, and operation of such parks and open space;
- | Funding of programs or projects in or benefiting East Boston to avoid, limit, or mitigate any environmental or socioeconomic impacts or effects of works, projects, or activities of Logan Airport; and
- | Expenditures for research and education, including conferences and seminars, to promote local business initiatives in East Boston, which relate to airport functions and needs.

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In order to meet the above stated mitigation purposes, the East Boston Foundation has established a general grant-making process, which is described below. The grant-making process is accomplished through applications and proposals, which are judged according to criteria established for various foundation goals and objectives. All applications are reviewed by the Foundation staff to ensure that they are complete and are submitted by legitimate, eligible organizations. The East Boston Foundation's Board of Trustees, which makes all funding decisions, Evaluates each application and considers recommendations made by Foundation staff.

In addition to its mission of mitigating the environmental and socioeconomic impacts facing the East Boston community, the Board of Trustees for the East Boston Foundation is also committed to ensuring fiscal responsibility and fairness in the allocation and administration of grants to programs and initiatives conferring a direct benefit on the East Boston community and its residents. As a result, the Foundation has developed this policy, which will be applicable to **all** grant requests submitted to the Foundation **after January 1, 2007**.

The components of the policy, which are consistent with the grant of Trust creating the East Boston Foundation, will include the allocation of funds for administrative expenses, grant spending, and investment; the impartial and objective recognition of merits for each application submitted; policies to limit certain expenditures in various categories; and objective limitations on total grant awards.

The application of this policy will be administered by the Board of Trustees and the staff of the Foundation as a component of the grant eligibility and evaluation process. In addition to applying these guidelines to arrive at a "recommended grant amount", the Board of Trustees will also have the ability to make discretionary adjustments with respect to applications.

## **Budgeting and Annual Allocations**

### **Guidelines for Administration, Grant Spending and Investment Allocations**

Within ninety (90) days of January 1 of each year or as soon as practicable:

- A.** The Board of Trustees shall allocate an amount not to exceed \$120,000 (“**Administrative Allocation**”) for expenses associated with the administration and operation of the East Boston Foundation during the upcoming calendar year, excluding costs associated with the Foundation’s accounting and annual audit as required by the Trust. The Administrative Allocation may remain in a short-term investment type account with a maturity not to exceed 180 days and shall be distributed to the Foundation’s Operating Account on the first day of each month in twelve (12) equal distributions.

The Board of Trustees shall be presented with a proposed administrative budget for the upcoming year, which shall include a comparison of the current and prior year’s administrative budget/expenses and which shall give:

- | a summary of actual administrative expenditures made during the prior year;
- | an indication of increases and decreases (by percentage) in specific budgetary items from the prior to the upcoming fiscal year; and
- | an indication of interest earned, if any, and whether such shall be treated as ROI.
- | an accounting of any net-operating surpluses or deficits which shall be reconciled either as (a) a credit or debit with the Foundation’s operating “reserve fund”; (b) treated as return on investment (ROI); or (c) carried forward to the next consecutive administrative budget as an administrative surplus carryover

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- B.** The Board of Trustees may allocate an amount which is not less than ten percent (10%) and not more than twenty five percent (25%) of the total investment reserves maintained as of January 1 of each year, which shall be the maximum amount of funding available for grant requests during the current year (the “**Grant Allocation**”).

All Grant Allocation amounts for the upcoming year shall be maintained in short term investment/money market accounts with a maturity date not to exceed one hundred and eighty (180) days. Any interest earned on any accounts servicing the Grant Allocation shall be treated as Return on Investment (ROI) and may be reinvested according to these guidelines.

At least ninety-five per-cent (95%) of the Foundation’s Grant Allocation shall be distributed during each year in accordance with the objectives of the East Boston Foundation and this policy. Any amounts remaining under the Grant Allocation at the end of any year may be treated as a surplus to any subsequent year’s Grant Allocations to be distributed in addition to any subsequent allocations or treated as ROI. Any deficit may be deducted against the subsequent year’s grant budget.

- C.** Provided that there remains unconditional promises to give, which are expected to be paid during the upcoming year, the Board of Trustees may make an **Investment Allocation** to the Foundation’s investment reserve fund chosen by the Foundation’s investment advisor, if any, for the purposes of intermediate term investing by allocating all anticipated contributions to be made to the Foundation during the upcoming year plus the prior year’s Return on Investment “ROI” from all sources, provided that there remains a sufficient surplus in the Foundation’s Grant Allocation account equal to or greater than the prior year’s Grant Allocation.

All investments made under this section shall be consistent with the goals, objectives, and limitations contained in the Trust Agreement and its attachments, which was duly executed by the Board of Trustees on or about May 11, 1998, as extended in January of 2005 and again in June of 2010.

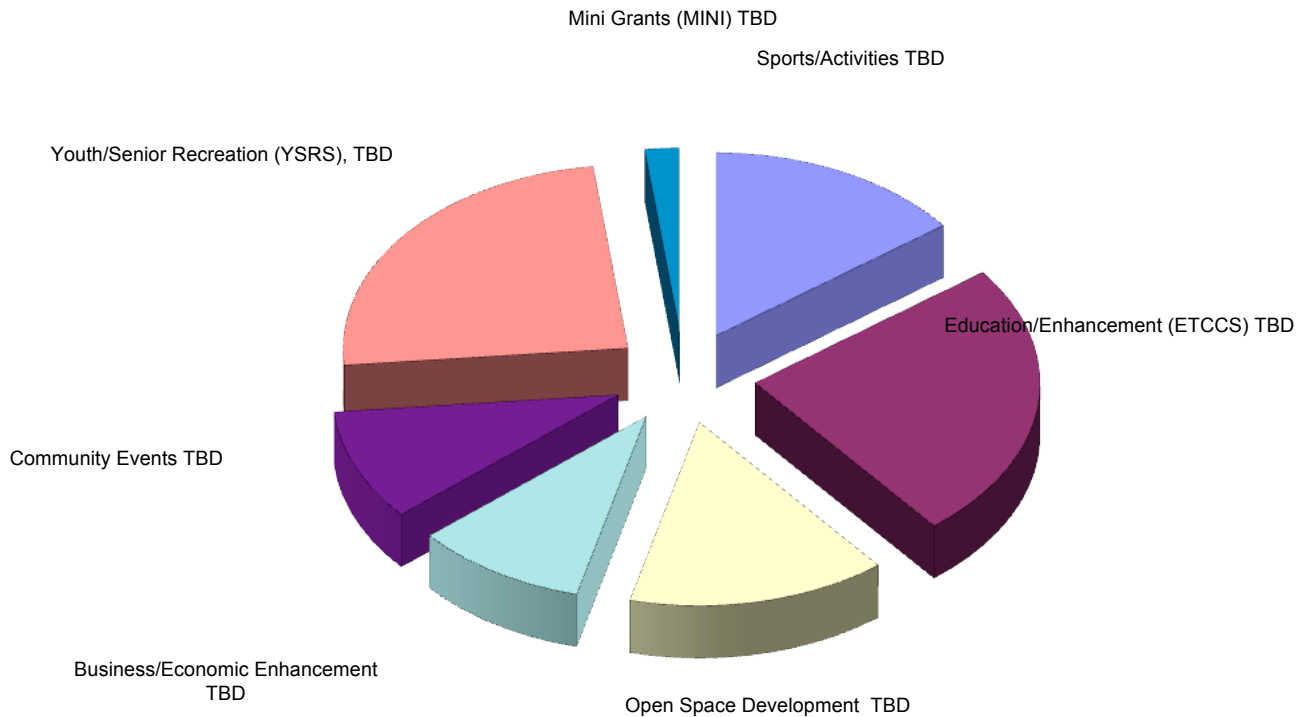
## Allocation of Grant Spending; Budgeted Areas of Spending

Within sixty (60) days of January 1, or as soon as practicable, the Foundation shall divide the Grant Allocation amount amongst several Grant Programs listed below.

The percentage of grant funds budgeted for any one individual Grant Program shall not exceed 40% and shall not be less than 10% of the total Grant Allocation.

Upon the allocation of grant funds for a particular Grant Program, there shall be a designation of several grant awards in incremental amounts (“Grant Awards”). Such availability shall be announced as soon as practicable with corresponding deadlines for applications.

### 2013 Proposed Grant Budget (TBD)





## **CATEGORIES OF GRANTS**

The Board of Trustees of the East Boston Foundation has identified the following categories of grants, which in the discretion of the Board may be amended from time to time. Grant requests and applications shall be grouped into various categories and identified as follows:

### **Community Activity Support Grants (CAS)**

The Foundation recognizes that the promotion and encouragement of civic and community pride as well as cultural awareness serves to mitigate various socioeconomic impacts commonly experienced in the East Boston Community. Therefore, the Foundation will consider applications for programs and activities fostering or promoting civic and community pride and cultural awareness, which meet the following minimum criteria:

- | The proponent have at least two (2) years of demonstrated experience in the successful coordination of such events or can demonstrate to the satisfaction of the Board its ability to carry out such objectives;
- | Admission and/or the cost of participation is free of charge to any East Boston resident who wishes to participate;
- | The Grant sought from the Foundation shall not exceed 15% of the applicant's average total cash revenue (excluding in kind support and prior Foundation grants) for the two (2) years immediately preceding the application as demonstrated by the Applicant's 990/990EZ filing or Form PC filed with the Massachusetts Attorney General;
- | The allocation of the Foundation's grant money shall be used for expenses related only to direct costs of the event. Notwithstanding the foregoing, no portion of the funds shall

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be used for salaries, wage, or benefits, or costs associated with general administration of the event including payments to third parties for service fees. The total payment to third parties for services fees rendered to the Applicant for general administration of the program or event shall be no more than 25% of the event's total proposed budget.

| The applicant adequately demonstrates an ability to generate the remaining revenue as contemplated under its proposed budget;

| A maximum of **TBD** shall be awarded under this category **in 2014, with a maximum grant eligibility of \$12,500.00.**

## **Sports and Athletic Support Grants (SAS)**

The Foundation recognizes the need to promote, encourage, and fund seasonal to year long youth sports programs in the community as another means of achieving part of the Foundation's stated mission. Participation in such programs should be encouraged for the community's youth and the cost of participation should be equivalent to similar programs in the metropolitan area. In any case, costs per participant shall be kept to an absolute minimum. The Foundation will consider applications for general funding of sports and athletic programs which meet the following minimum criteria:

| The proponent have at least two (2) years of demonstrated experience in the successful coordination of such events or can demonstrate to the satisfaction of the Board its ability to carry out such objectives;

| The program is open to both boys and girls with demonstrated ability to participate without regard to race, ethnicity, nationality, or religion, and seeks to encourage broad participation through outreach and/or registration drives that encompass the entire community;

| Administrative fees are less than 15% of the entire operational budget and shall be directed towards compliance . The allocation of the Foundation's grant money shall be used for expenses unrelated to salaries, wage benefits or expenses unrelated to the operation of the organization;

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- | The Grant sought from the Foundation shall not exceed 20% of the applicant's average total cash revenue (excluding in kind support and prior Foundation grants) for the two (2) years preceding the application as demonstrated by the Applicant's 990/990EZ filing or Form PC filed with the Massachusetts Attorney General;
- | In certain circumstances, the proponent provides reasonable assistance to disadvantaged individuals who experience financial hardship and who would otherwise be prohibited from participation;
- | A grant to the organization does not result in the creation of a general unrestricted surplus for the program's operating budget.
- | The applicant adequately demonstrates an ability to generate the remaining revenue as contemplated under its proposed budget
- | A maximum of **TBD** shall be awarded under this category in **2014, with a maximum grant eligibility of \$12,500.00.**

## **Education, Training and Child Care Support Grants (ETCCS)**

The Foundation also recognizes the need for various educational enhancements and support, including but not limited to specialty education and training; private/public school support; adult training and education; and early childhood/preschool support as a means of achieving part of its objective.

The Foundation will consider applications for education, training, and child care support which meet the following minimum criteria:

- | The proponent have at least two (2) years of demonstrated experience in the successful coordination of such events or can demonstrate to the satisfaction of the Board its ability to carry out such objectives;

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- | The program is capable of providing a substantial benefit on the residents of the East Boston community regardless of gender, race, religion, ethnicity, national origin or handicap;
- | The Grant sought from the Foundation shall not exceed 50% of the applicant's average total cash revenue (excluding in kind support) for the two (2) years preceding the application as demonstrated by the Applicant's 990/990EZ filing or Form PC filed with the Massachusetts Attorney General;
- | The allocation of the Foundation's grant money may be used for expenses related to salaries and or wage benefits, however the amount so allocated from any grant may not exceed 50% of the grant awarded and provided that salaries and wage benefits for the specific program do not exceed 50% of the total proposed budget.
- | In certain circumstances, the proponent provides reasonable assistance to disadvantaged individuals who experience financial hardship and who would otherwise be prohibited from participation.
- | A grant to the organization shall not result in the creation of a general unrestricted surplus for the program's operating budget.
- | The applicant adequately demonstrates an ability to generate the remaining revenue as contemplated under its proposed budget
- | A maximum of **TBD** shall be awarded under this category in **2014, with a maximum grant eligibility of \$25,000.00.**

## **Youth/Senior Recreation Support Grants (YSRS)**

The Foundation recognizes the need to further promote, encourage and support youth and senior recreation programs in the community. Participation in such programs should be encouraged for the community's youth and seniors and the costs of participation should be minimal so as to not be cost prohibitive.

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The Foundation will consider applications for youth recreation programs, which meet the following minimum criteria:

- | The proponent have at least two (2) years of demonstrated experience in the successful coordination of such events or can demonstrate to the satisfaction of the Board its ability to carry out such objectives;
- | The program is open to and is capable of providing a substantial benefit on the residents of the East Boston community regardless of gender, race, religion, ethnicity, national origin or handicap and seeks to encourage participation through outreach and/or registration drives as well as needs assessments;
- | The Grant sought from the Foundation shall not exceed 50% of the applicant's average total cash revenue (excluding in kind support) for the two (2) years preceding the application as demonstrated by the Applicant's 990/990EZ filing or Form PC filed with the Massachusetts Attorney General;
- | The allocation of the Foundation's grant money may be used for expenses related to salaries and or wage benefits, however the amount allocated from the grant may not exceed 50% of the grant awarded.
- | In certain circumstances, the proponent provides reasonable assistance to disadvantaged individuals who experience financial hardship and who would otherwise be prohibited from participation.
- | A grant to the organization shall not result in the creation of a general unrestricted surplus for the program's operating budget.
- | The applicant adequately demonstrates an ability to generate the remaining revenue as contemplated under its proposed budget
- | A maximum of **TBD** shall be awarded under this category in **2014, with a maximum grant eligibility of \$25,000.00.**

## **Community Improvement Initiative Grants (CII)**

The Foundation is committed to participating in initiatives, which are socially, aesthetically, culturally, and environmentally beneficial to the community as a means of minimizing environmental impacts associated with the operations of Logan International Airport as well as the identification and development of properties both owned and not owned by Massport and the City of Boston which are in need of improvement.

The Foundation will consider applications for community improvement initiatives, which meet the following criteria:

- | The proponent identifies an issue affecting the community and which is outside the normal and usual scope of municipal/state services; (but may include improvements to city/state owned property )
- | The proponent develops a plan to address the needs of the community presented by this issue;
- | | The proponent receives at matching funds for at least 35% of its funding from sources other than the East Boston Foundation;
- | The program/initiative confers a substantial benefit upon and is accessible to the East Boston community as a whole;
- | At least 50% of the money granted shall be applied directly to costs associated with planning, design and implementation of the proposal;
- | Not more than \$10,000 of the money granted shall be used directly for the acquisition of or for capital improvements unless the proponent undertakes a public bidding process which is designed to reasonably notify all potentially qualified parties and which shall be consistent with federal, state, and local public bidding requirements;
- | The allocation of the Foundation's grant money may be used for expenses related to professional consultants, however the amount allocated may not exceed 33% of the total amount of the grant awarded.

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- | A grant to the organization shall not result in the creation of a general unrestricted surplus for the program's operating budget.
- | The proponent establishes a plan for ongoing maintenance of any capital improvement project, such as improvements to open space etc.
- | The applicant adequately demonstrates an ability to generate the remaining revenue as contemplated under its proposed budget
- | A maximum of **TBD** shall be awarded under this category in **2014, with a maximum grant eligibility of \$50,000.00.**

## **Business /Enhancement Grants (BDE)**

The Foundation is committed to preserving initiatives, which are beneficial to the continued economy of the East Boston community and recognizes that the promotion of business objectives within the community, especially as they may relate to and benefit from the airport will help to serve as a means of minimizing various economic impacts that might be associated with the operations of Logan International Airport.

The Foundation will consider applications for business enhancement, which meet the following criteria:

- | The proponent identifies an issue affecting the business community which specifically relates to enhancing business opportunities in all of East Boston's business districts, including opportunities relating to Logan Airport;
- | The proponent develops a plan to address the needs of the business community created by this issue and which is designed to provide education, assistance, and resources to the business community at large;
- | The proponent receives at least 50% of its funding from sources other than the East Boston Foundation; (e.g. matching funds) and the Grant sought from the

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Foundation shall not exceed 50% of the applicant's average total cash revenue (excluding in kind support) for the two (2) years preceding the application as demonstrated by the Applicant's 990/990EZ filing or Form PC filed with the Massachusetts Attorney General

| The allocation of the Foundation's grant money may be used for expenses related to salaries, wage benefits, and professionals, however the amount allocated may not exceed 50% of the amount granted.

| The applicant adequately demonstrates an ability to generate the remaining revenue as contemplated under its proposed budget

| A maximum of **TBD** shall be awarded under this category in **2014, with a maximum grant eligibility of \$25,000.00.**

## **Mini-grants**

The Foundation recognizes the need for supporting programs and initiatives in the community, which may qualify for one of the above stated categories, but seeks an amount which is considered nominal by the Foundation, typically under \$1,000.

Each year the Foundation will allocate an amount towards funding of the mini-grant program.

The Foundation will accept requests for these grants on an informal basis and may exercise discretion and control over the disbursement of such funds by making either a direct vendor type payments on behalf of the organization or a payment to the organization itself. An organization seeking a mini-grant shall submit a request to the Foundation at least ten (10) days prior to the stated deadline on its own letterhead and signed by an authorized representative of the organization. The request shall include an itemized list of items for which the Foundation is being asked to fund. If approved, the Foundation will then make a direct payment on behalf of the organization to the specific vendor, up-to the awarded amount. The Foundation will not make payments to individuals.





# Review of Grant Proposals

## Application Process and Policy

The Board of Trustees has developed and adopted a general grant application applicable to all grant requests. The application is intended to gather the necessary and relevant information so that each grant request may be evaluated separately and on a case by case basis. All grant requests shall use the Foundation's common grant application form, cover sheet, and common budget forms or budget forms, which are substantially similar.

The application is designed to allow each grant proponent to objectively present to the Board of Trustees as much pertinent information about the proposal as needed so as to ensure that the Trustees make an informed and well thought out decision on the application's merits.

It is the responsibility of the proponent to include all necessary information as explained in the instructions prior to the grant deadline so that the grant request may be considered in a timely fashion. It is also the responsibility of the applicant to file prior to the stated deadlines for when funding is needed. The Foundation will not be responsible for funding problems created by late filed applications.

In order to properly anticipate the number of grant requests the Foundation will receive during any given grant cycle, each applicant will be required to submit a letter of intent to the Foundation no later than **thirty (30) days** prior to the corresponding deadline. The letter should express the applicant's intention to submit an application and to seek a grant from the Foundation and the general amount anticipated to be requested.

Only upon receipt of a letter of intent will an applicant be assigned an official application number from the Foundation. An application should be submitted prior to that date with all necessary materials and attachments.

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Applications received after the letter of intent deadline may be reassigned to the next available grant review date at the discretion of the Foundation. The Foundation also reserves the right to re-assign an application(s) to another grant cycle in light of the timing for funding requested and the amount of applications already received under the present deadline.

In the course of evaluating each application for compliance with formal requisites, the Foundation reserves the right to request additional information and materials as well as disclosures concerning the proponent's financial information. It is the responsibility of the proponent to cooperate and fully respond to the Foundation's requests within the time periods specified.

Only after a completed application is received by the Foundation, it will be assigned a tentative review date, absent any requests for further information. Most applications will be considered prior to the next grant deadline (usually within ninety (90) days) and the applicant will be notified in writing of the application's status.

Due to time constraints and limited accommodations, the Board of Trustees does not grant requests for presentations before the Board of Trustees. However, the Foundation may grant requests for a courtesy interview and/or site visit with the applicant.

General questions about the application process should be directed to the Foundation's staff. Questions should not be directed to individual members of the Board of Trustees. While the Foundation's staff will make every effort to assist in the preparation of a grant application, the Foundation's staff may not:

- | advise or recommend a specific grant amount;
- | indicate whether a request for funding maintains the requisite merit for Board Approval;
- | speculate on whether a grant request will be approved or denied; or

## Formal Requirements

Each grant application submitted to the Foundation shall comply with the formal application requirements established by the Foundation's Board of Trustees and contained in this policy. Applications that do not comply with the requirements will be subject to denial without Board review.

The following items are considered **mandatory** for each application **prior to the review** of any request:

- | Applicants are strongly encouraged to submit their applications online at [www.ebfoundation.org](http://www.ebfoundation.org). If submitting a hard copy instead, Applicants are required to provide two (2) complete sets of all application materials and eleven (11) sets of basic application materials (cover sheet, narrative questions, and budget forms)
- | *Typed* responses to each of the narrative questions contained in the Grant Application;
- | Fully completed budget forms (or forms substantially similar) specifically outlining the organization's prior and current budget year income and expense, and surplus, if any, and the total proposed allocation of grant spending for the current or upcoming fiscal year with accompanying explanations. Applications which do not comply with this requirement will not be considered.
- | A summary of support the organization has received during the previous two years from the Commonwealth of Massachusetts, the City of Boston and/or Massport, and the Foundation for the specific program for which funds are sought as well as the amount anticipated from such sources for the current or upcoming fiscal year; and
- | Copies of the organization's financial statements (if program revenue exceeded \$100,000 then audited financials will be required); the organization's tax returns for the prior two fiscal years (form 990 if program revenue exceeded \$100,000; form 990EZ if receipts are in excess of \$25,000 but less than \$100,000); and copies of the prior two "Form PC" filings with the Public Charities Division of the Massachusetts Attorney General's Office. A FORM PC is required for every application submitted to the Foundation.

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The following items are considered **mandatory** for each application **prior to receipt** of any funds:

- | A duly executed grant agreement by an authorized officer or director of the grant recipient;
- | For certain organizations, the Foundation reserves the right to request the establishment of a separate bank account and full disclosure of all account information;
- | A completed and signed East Boston Foundation Form Grant Spending Report (GSR) must be on file for any prior grants received by the Foundation;
- | Evidence of charitable tax exempt status pursuant to Section 501(c) of the Internal Revenue Code from the Internal Revenue Service or written confirmation and evidence that a recognized 501(c) type organization will serve as the proponent's fiscal agent or partner and agrees to specifically assume  
  
all financial responsibility for receipt, custody, disbursement and reporting of the grant; (requires evidence of 501(c) exemption from fiscal agent);
- | Articles of Incorporation and either (a) a Certificate of Good Standing; or (b) the last two annual reports filed with the Massachusetts Secretary of State's Office. If the organization is a Trust, a copy of the Trust Document will be required. If the organization is unincorporated, the name, address, and telephone number of each member of the proponent's board.

**NOTE: This does not include a certificate of exemption from the Massachusetts Department of Revenue.**

## Limitations

### General Policies

The policies of the Foundation with respect to the administration and awarding of grants shall be in addition to and consistent with the limitations contained herein as well as those limitation contained in:

- | The Grant of Trust executed by the Trustees on May 11, 1998 as extended on January 31, 2005 and June 2010;
- | Section 501(c)(3) of the Internal Revenue Code and the regulations promulgated thereunder;
- | the Foundation's own bylaws governing all actions of the Board of Trustees; and
- | the applicable provisions of Federal and State statutes and regulations governing the operation of charitable entities.

In addition to the foregoing, the Foundation shall require that each recipient enter into a grant agreement with the Foundation and complete grant disbursement forms upon the request of the Foundation.

### Special Limitations

In addition to the general policies imposed by the foregoing provisions, the Board of Trustees has determined that the Foundation will generally not make grants in the following areas:

- | Certain annual fundraising campaigns, special fundraising events, or programs seeking to retire debt;
- | Programs *requiring* religious or political participation;
- | Grants or portions thereof which directly or indirectly benefit specific individuals or private businesses/enterprises which maintain no charitable or educational objective, including grants which have the intended result of providing a personal benefit, enhancement or gift to any individual or group of individuals with a value in excess of \$25.00 each;
- | Requests for funding normally within the domain of federal, state and/or municipal government responsibility;
- | Requests for funding that would supplant funding or help to "level fund" programs traditionally funded by the City of Boston, the Commonwealth of Massachusetts, or the Massachusetts Port Authority.
- | Projects or initiatives which primarily benefit residents outside of the East Boston community or those which, in the discretion of the Board have little to no benefit on residents of East Boston;
- | Programs or projects involving high administrative costs for which the grant is sought to cover;

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- | Grants creating or increasing a program's general unrestricted surplus for the program's then current fiscal year;
- | Programs or initiatives which seek funding for capital improvement projects (excludes planning and/or improvements associated with open space objectives and CII Grants); and
- | Requests for funding from applicants who have already received a grant during their current fiscal year for a similar program or initiative; (Excludes programs serving as a fiscal agent).
- | Requests for funding for which the principal objective of the grant is to retire organizational debt incurred in prior years.

## **Application Review Policy**

In addition to the policies contained herein, the Board of Trustees shall maintain the following policies with respect to the consideration and review of each grant application:

- | Each application shall have been thoroughly reviewed by the members of the Board of Trustees who are present and voting on any grant award;
- | The applications shall be evaluated on the basis of need in the community, merit of the specific application, and the proponent's ability to carry out the proposed program based upon experience and expertise in the field;
- | In determining merit, the members of the Board shall consider the information contained within the four corners of the application and any evaluation of the program as conducted by the Foundation's staff in connection with the application;
- | From time to time, members of the Foundation's Board or staff may be assigned to investigate programs/projects and may make a report to the full Board in the form of findings which may also be considered in connection with evaluation of the grant request;
- | Unless specified otherwise, grants shall be applied for and granted on a yearly basis only, subjecting all future requests to annual review. Receipt of a grant award in no way indicates or suggests a future award of equal, lesser or a greater amount.

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- | The Foundation reserves the right to re-categorize and consider applications, which may fall into other areas or categories not enumerated under this policy and/or to split grant awards between several qualified applicants. However, subject to availability of funds, the Board of Trustees will apply the methodology, which, in the discretion of the Board, is most similar to the grant request sought.
  
- | In the event that a grant application is denied, the applicant is eligible to re-apply under a future grant cycle during the current fiscal year. However, in the event that an application is denied “with prejudice” (either for failure to comply with the application process or for not meeting the requirements of the Foundation), the applicant may not re-apply to the Foundation for the same program for one year.
  
- | All grants made by the Foundation in excess of \$10,000, at the discretion of the Foundation, may be distributed on a quarterly basis to each grant recipient, subject to quarterly grant spending reports completed by the recipient.

It should be noted that the Foundation generally will not make grants to non 501(c) type organizations and reserves the right to deny consideration of such without Board review (except those partnering with other already recognized 501(c)(3) organizations as a fiscal agent or organizations seeking support as a mini-grant).

## **Discretionary Factors Considered**

In addition to the provisions contained in the foregoing sections, the Foundation’s Board may consider several factors in its evaluation of all grant requests including but not limited to:

- | The extent to which the grant will benefit the program and those serviced thereby;
- | The extent that the program for which funding is sought will benefit the community/residents;
- | The length and term of benefit vs. the total cost of the project;
- | The amount and type of financial support the organization receives from other sources;
- | Past successes or failures of the program;

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- | Prior grants made by the Foundation (in either the current or past fiscal years);
- | The amount of matching funds to be provided in addition to the Foundation's grant.
- | Whether the funding can be obtained from other sources.



# **Application, Suspension, and Amendment of Policy and Procedures**

## **Policy Application**

The Foundation's staff shall apply the foregoing policy to all grant applications received and will apply objective criteria to arrive at a "maximum grant amount" to determine the applicant's eligibility for a specific grant award. A recommendation shall then be made to the entire Board of Trustees as to what grant the applicant qualifies for. The Board shall then evaluate the merits of the proposal and determine whether the request warrants such a grant award.

It is *strongly* recommended that applicants request an amount that is consistent with the program's actual needs as well as the Foundation's objectives and limitations. It is not recommended that applicants ask for a grant award that exceeds their needs in hopes of receiving a compromise amount. Such a strategy, if unsupported by the grant proposal, will likely result in denial or a recommended grant amount far less than what the applicant is seeking. The Board may make discretionary adjustments to any recommended grant amount based upon the discretionary factors discussed above and not to exceed 15% of any recommended grant amount, provided that no award shall ever exceed the total amount requested in the proponent's grant application.

## **Policy Suspension**

The foregoing policy is intended to provide a fair and objective evaluation of all grant requests and applications submitted. The Foundation recognizes that in certain circumstances, a strict interpretation of this policy might result in the inability of the Foundation to achieve its mission and stated goals. Accordingly, the Foundation reserves the right to suspend this methodology upon a unanimous vote of all Trustees present

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who wish to consider the application on its own individual merits. In the event that the application of the grant methodology is suspended, the Board of Trustees shall make specific findings of fact as to what, if any, exceptional circumstances are present, which warrant a suspension of this methodology. The findings made by the Trustees shall be certified by the presiding Chairperson, recorded in the regular minutes of the Foundation's meetings, and shall be deemed conclusive findings warranting suspension.

## **Policy Amendment**

From time to time, the members of the Board of Trustees may amend this policy/methodology in whole or in part, as they deem necessary by a vote of two-thirds ( $2/3^{\text{rd}}$ ) of the Trustees present and voting. Although the policy and methodology is subject to change without notice, any amendments hereto shall be published in a newspaper(s) of general circulation in the East Boston community at least thirty (30) days prior to the effective date of said amendment.

