

MARY HICKS PRESTON HISTORICAL IMPROVEMENT AND BETTERMENT FOUNDATION, INC.

GRANTMAKING POLICY & PROCEDURE

HISTORY

The Mary Hicks Preston Historical Improvement and Betterment Foundation, Inc. was formed with a bequest from the Estate of Mary Hicks Preston. Mrs. Preston was a humble woman who lived a quiet life in the Village of Phelps. After receiving an inheritance from her aunt, Mrs. Preston invested her monies well and accumulated a sizeable estate, the majority of which she left to this Foundation, naming Floyd Ridley, Robert Spink and James Cheney, active leaders in the community of Phelps, as the original trustees. She left instructions that guide this foundation as its mission outlined below.

Mrs. Preston was extremely dedicated during her life to various organizations in Phelps, specifically to three which outline her interests and indicate the general purpose of the Foundation: the Phelps Community Historical Society (Historical Preservation), the Phelps Community Memorial Library (Education) and the Phelps Community Center (Social, Recreation & Culture). She always chose to remain anonymous with her generous donations while alive. She was the largest single financial contributor to the Library always providing funding for capital projects in addition to her annual contributions; donated the funds for the Historical Society to acquire the Historical Howe House and the Country Lawyer's Office; and, provided a significant portion of the startup funds for the Community Center.

VALUES AND MISSION

The Foundation seeks to enhance the common good of residents in the Town and Village of Phelps and surrounding areas by encouraging organizations and projects, through grants to non-for-profit organizations, municipalities or businesses that will help improve the Village and Town of Phelps and surrounding areas.

Specifically, the foundation will fund projects that will help others acquire, improve, operate or preserve historically significant buildings or artifacts and, that will increase and improve socialization, recreational, educational, cultural opportunities for residents and visitors to Phelps.

The Foundation will not award grants to organizations or for projects that the Board of Directors does not believe will benefit the community as a whole or that it believes is contrary to good public policy or local mores and standards.

In keeping with Mrs. Hicks personality, the Foundation's intention is to remain a quiet, "behind-the-scenes" force to improve Phelps and provide opportunities for ideas and projects to prosper that might not otherwise succeed.

We encourage requests that address multiple priorities, as well as those that bring together organizations and activists from diverse movements.

Grants are designed to help organizations increase and sustain their effectiveness.

TYPES OF GRANTS

The Foundation prefers to provide seed money for innovative projects and programs or "step up" money to expand programs or to build organizational capacity. The following types of grants may be awarded:

<i>Capacity Building</i>	<i>Funding that strengthens an organization so that it may better fulfill its mission.</i>
<i>Capital</i>	<i>Funding for construction or equipment.</i>
<i>Challenge</i>	<i>The Foundation and grant seeker agree on a program or operating goal for the grant seeker to reach; the Foundation rewards successful accomplishment of the goal.</i>
<i>Matching</i>	<i>The Foundation agrees to match an amount that the grant seeker receives through fundraising.</i>
<i>Operating</i>	<i>The Foundation may invite an operating proposal from a grantee with which we have an established grant history. Mature organizations may be eligible for operating support upon establishing a threshold of core competency. Developing organizations may be eligible for operating support upon successful completion of a start-up or seed grant, after demonstrating a threshold of competency.</i>

Project/Program *The Foundation awards a grant for a specific initiative or endeavor, not for general operating purposes.*

Seed Money *The Foundation awards a grant to help launch a new project, program or initiative.*

SCOPE OF FUNDING

The Foundation generally offers grant awards between \$5,000 and \$50,000; requests for smaller or larger amounts may be considered.

PRIORITIES

Historical Preservation

Acquisition of locally or historically significant artifacts or real property
Maintenance of locally or historically significant artifacts or real property
Organizations that will promote activities based on the historical nature of the Phelps community

Socialization

Provide opportunities for greater socialization among residents of Phelps
Maintain or improve existing facilities that provide socialization opportunities for residents of Phelps
Maintain or improve existing programs that provide socialization opportunities for residents of Phelps

Recreation

Provide new recreational opportunities for residents of Phelps
Maintain or improve existing facilities that provide recreation opportunities for residents of Phelps
Maintain or improve existing programs that provide socialization opportunities for residents of Phelps

Education

Improve educational opportunities for residents of Phelps, particularly those who are not served through other programs

Culture

Provide opportunities for residents of Phelps to enjoy cultural activities, such as theater, dance, music and the arts

In evaluating proposals, the following criteria will be considered:

- Response to a Need in the Community-- Does the proposal aim to meet a specific need in the community? Perhaps it "plugs a hole" for a population or service that has been overlooked in the past. If so, what is the need and how do you know there is a need (i.e., statistics, past work, etc.)?
- Capacity Building -- Does the proposal help to build long-term capacity (skills and resources) in the community, the organization and/or to a particular sector or segment of the population? The Board also considers the impact of the grant on the organization (i.e., for smaller organizations, the grant may have a larger impact).
- Collaboration-- The Board sees many proposals for similar purposes, and it is sometimes difficult to know why multiple proposals exist and who is best equipped to receive funding. The Foundation appreciates the ability of organizations to work together and to share resources towards a common goal.
- Geographic Scope-- The Board is very aware of the Foundation's limited (but growing) resources and the great number of community needs and programs to address those needs. With this in mind, the greater the geographic scope and/or the population the proposal reaches, the better. This is not to say that a proposal for a very targeted focus will not receive funding; however, reach and scope are considered. The Foundation will also seek to achieve geographic "spread" as much as possible (i.e., spreading funds across the entire community rather than funding just the Village).
- Innovative Approach-- New models and approaches to community needs are encouraged. The Foundation values proposals from grassroots organizations and/or for seed money to start a project or program. The Foundation also values proposals that act as a catalyst for future activity in meeting a community need.
- Leveraging Resources--While this is not a high priority, the Foundation appreciates seeing that its funding will help to secure matching funds or challenge grants, or that it will attract future funding and/or other resources

ELIGIBILITY

The Mary Hicks Preston Historical Improvement and Betterment Foundation, Inc. will:

- make grants to tax-exempt organizations with 501(c)(3) classifications from the Internal Revenue Service;
- make grants to municipalities;
- make grants to faith-based organizations, however, proposals will only be considered if: (1) services benefit all, regardless of religion; (2) service provided is not religious in nature; and (3) there is no proselytizing associated with the service;
- make grants to civic organizations (proposals must be project-based and of a charitable nature, and the organization must have a fiscal agent that is a 501(c) 3 nonprofit organization);
- make grants to public and private schools for projects that exceed the school's budget funding;
- offer scholarships for college-bound students;
- not consider requests for endowments or general fundraising;
- not consider requests for loans or grants to individuals that will benefit that individual or any single individual or small group of people;
- not make grants for research or give support to conferences, seminars, media events, or workshops unless they are an integral part of a broader program;
- not generally make grants for college and university based programs;
- not provide support for the production and development of television and media programming;
- not provide support for political campaigns, events or projects intended to influence legislation or public perception of legislation or public policy.

Certain grants will require matching funds to be considered.

APPLICATION PROCEDURE

The first step should be a one page letter of inquiry. Letters can be submitted at any time during the year, as they are reviewed on a continuous basis. We welcome the opportunity to meet with prospective grantees, but prefer to wait until after we receive a letter to determine if the meeting will be useful.

The letter of inquiry should include the following:

- background of your organization
- statement of the issues to be addressed and your organization's involvement with these issues
- summary of the activities for which you are requesting funding, including what you hope to accomplish
- current and proposed budgets, amount requested from the Foundation and information on other possible sources of support

Letters of inquiry are reviewed by the Board who determine if requests meet the Foundation's funding priorities. Those not meeting the priorities or criteria are declined. Requests that meet the priorities and criteria are given further consideration and a full proposal may be requested. Full proposals should be submitted to the Foundation only upon request. Since the Foundation receives more requests than it can fund, you should not interpret a request for a proposal as an indication of likely support.

You must submit a final *Post Grant Self Evaluation* report on any previous grants from the Foundation before a new proposal will be considered. If the previous grant period is not complete by the proposal deadline, you may file an interim or status report. A final report must be submitted before payment for a new grant will be issued.

We may request additional information from applicants and consult with persons knowledgeable about the organization and/or the proposed activities. As part of the review process, we will meet with the applicant preferably at its location. Final decisions on grants are made by the Foundation's Board of Directors.

Please send letters of inquiry to:

Mary Hicks Preston Foundation
P.O. Box 21
Phelps, NY 14532
Email: prestonfoundation@phelpsny.com

**MARY HICKS PRESTON HISTORICAL
IMPROVEMENT AND BETTERMENT FOUNDATION, INC.
LETTER OF INQUIRY**

Please complete all questions; the coversheet must not exceed one page

1. Legal name of organization, address, and name of executive director or other authorized official:

1a. Signature of authorized official _____

2. Contact person and title: _____

3. Phone: _____ Fax: _____ E-Mail: _____

4. IRS 501 (c) (3) nonprofit? YES NO

4a. If no, identify your fiscal agent here **and attach a written statement/acknowledgment** from the fiscal agent. _____

5. Amount Requested: _____

6. Type of request: (i.e., historical preservation, education, social, cultural, recreational, community development, environment) _____

7. Organization's mission:

8. Brief summary of the proposal: _____

9. # of Board members: _____ # of non-Board active volunteers: _____

10. # of full-time staff: _____ # of part-time staff: _____

11. Annual organizational budget*: _____ 12. Total project budget: _____

(*for applicant, or for its fiscal agent if applicant is not a 501(c) 3 nonprofit organization)

13. Fiscal Year End: (circle one) December 31 or Other: _____

14. The period this grant will cover: starting _____ ending _____

15. Have you received a grant from the Foundation in the past five years? YES NO

MARY HICKS PRESTON HISTORICAL IMPROVEMENT AND BETTERMENT FOUNDATION, INC. PROPOSAL CHECKLIST

HOW TO APPLY: Include the following information in your application for funding. Please be strategic and concise in your application. **Your proposal narrative (parts 2 and 3 below) must not exceed three pages; proposals that exceed the three-page maximum will not be considered.**

1. Cover sheet

(Note: the checklist is for your benefit and need not be included)

2. Profile of your organization:

- General background on your organization
- Mission of organization
- A brief description of programs and population served and geographic reach

3. Profile of your request:

- Please indicate the specific amount of funding requested and how it will be spent
- Describe the project for which you are seeking funds
- Explain the community need that exists and why this project is important to your constituents and/or the community
- Indicate how you will inform and involve the community about this project
- Describe what you plan to accomplish and how will you measure your progress
- If matching or on-going funding is needed, indicate plans for securing such support

4. Project budget with line item expenses and sources of project income and brief statement of organization's budget (one page)

5. List of Board of Directors and their professional or civic affiliations

INCLUDE THE FOLLOWING ATTACHMENTS: (*attachments A and B are required*)

- A. Copy of organization's determination letter of 501(c)(3) status by the IRS, or evidence of monitoring by a qualified fiscal agent if appropriate (i.e., statement agreeing to serve as fiscal agent)
- B. Financial information, including: a copy of the current annual operating budget with line item expenses and sources of operating revenue and reserve funds, if applicable (for the applicant organization, or for its fiscal agent if applicant is not a 501(c) 3 nonprofit organization)
- C. Letter from collaborating agencies, if appropriate

Proposals should be submitted on white paper (no binders or covers) and stapled in the upper left corner. **One original and four copies of your proposal (parts 1, 2, 3, 4 and 5 above) and one copy of attachments (A and B are required) must be mailed or delivered to the Foundation office.** No faxes will be accepted. Incomplete applications will not be submitted to the Board for consideration.

Note: If you would like to include a cover letter or brochure from your organization, please include only one copy and do not attach it to your proposal.