

# Guidelines for Grantseekers

The Ramsey McCluskey Family Foundation  
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[www.RamseyMcCluskeyFndn.org](http://www.RamseyMcCluskeyFndn.org)

## MISSION

The Ramsey McCluskey Family Foundation is a small private foundation started in 1999 and dedicated to the support of projects in education and the arts.

The Foundation has a yearly grant making budget of approximately \$150,000. Grants are generally given for specific projects or programs that can show measurable results. Grants are usually NOT given for general operating expenses, endowments, or building funds. Each year the Foundation awards approximately ten single year funding grants. Single Year Grants generally range from \$2,000 to \$10,000. The Foundation also awards three “Trilogy” grants each year. A Trilogy grant awards the grantee \$7500 per year for three years.

## Areas of Interest

The Foundation has two areas of interest that often coincide.

1. Education: The Foundation will consider proposals for projects in any aspect of education -- elementary through adult. Of special interest, however, are proposals that are targeted at helping individuals succeed in school and proposals that focus on incorporating the arts in education. We are committed to helping children and adults become excited and engaged in learning, whether it is in the school environment, after-school, or in other settings.
2. The Arts: The Foundation will consider proposals for projects in any area of the arts. Of special interest are those proposals that make the arts more accessible to a wide audience and hands-on arts projects.

## Geographic Criteria

The Foundation is local in scope and generally limits its grantmaking to the northern New England area. (Massachusetts, Rhode Island, Vermont, New Hampshire, Maine)

## FOUNDATION GUIDELINES

### Grant Limitations

The Foundation makes grants to 501c(3) tax-exempt organizations eligible for funding under the United States Internal Revenue Code. The foundation does not provide funding for: general operating funds, endowments, building funds, or individuals. The Foundation will not make grants intended directly or indirectly to support political candidates or to influence legislation.

### Grant Application Process

The Foundation has one grant cycle per fiscal year for Single Year and Trilogy Grants. Grants are awarded on March 31<sup>st</sup> each year. Applications must be postmarked by December 1<sup>st</sup> of the previous year to be considered for the grant cycle.

PLEASE NOTE: Due to family emergency, the Foundation will be accepting applications ONLY for the Trilogy Grants during the upcoming grant cycle.

For example, the key dates for the current Trilogy-only grant cycle are as follows:

- Complete applications postmarked by December 1, 2009
- Site Visits during January/February 2010
- Grants awarded mid-March 2010.

The key dates for the next grant cycle (both single and Trilogy grants) are as follows:

- Complete applications postmarked by December 1, 2010
- Site Visits during January/February 2011
- Grants awarded mid-March 2011.

## ***Types of Awards***

### **\*\*NEW\*\* “Trilogy” Three Year Major Grants**

Starting with the December 2009 – March 2010 Grant Cycle, the Foundation will accept applications for our new “Trilogy” Three Year Grants. These Grants are for \$7,500 each year for three consecutive years.

Organizations that have received at least two previous major grant awards (A major grant is \$2000 or more) from the Foundation are eligible to apply. An organization that is awarded a Trilogy Grant will be expected to provide yearly feedback to the Foundation and will be required to take one year off at the conclusion of the grant. Only three of the new Trilogy Grants will be awarded per year. Unsuccessful applicants for the Trilogy Grant awards will automatically be considered for a Single Year Grant.

**How to Apply:** Organizations should request the new Trilogy Grant Application from the Foundation and submit it by the December 1<sup>st</sup> application deadline.

### **Single Year Grants**

**How to Apply:**

#### **Step 1: Letter of Inquiry:**

Grant seekers new to the Foundation are strongly encouraged to begin the process by a letter of inquiry. The letter (1-2 pages) should briefly describe the grant applicant and the project. It should contain enough information for the Foundation to determine whether or not the application falls within its program interest areas. Some key points are:

- Brief history and goals of your organization.
- Brief description of the project for which you are requesting support including objectives and expected outcomes.
- The approximate schedule for the proposed project.
- The total amount of funding needed, the amount requested from the Foundation, and information about other sources of support both assured and requested.

Letters of inquiry should receive a response within two - three weeks of our receiving them in the Foundation Office. (This time may be somewhat longer in the summer months.) The Foundation will 1) decline those requests that do not fit within our interest areas; 2) contact you for more information if the fit is unclear; or 3) contact you to encourage you to complete the entire application process. Please be aware that due to our limited resources, our encouragement to send an application should not be taken as an indication of the final success of your request. We are unfortunately not able to provide grants to all of the worthy applications we receive.

#### **Step 2: Application**

The preferred Foundation application format is based on, but is not identical to, the National Network of Grantmakers Common Grant Application. For those organizations familiar with this common application, please note change/additions/deletions to several questions in the Narrative section.

To help reduce the workload on non-profits, the Foundation will also accept applications in the AGM Common Proposal format. If you are using the AGM Format please ALSO answer question 5A or 5B from the Ramsey-McCluskey Foundation Application and answer all of the questions in the EVALUATION section (more questions than the evaluation section of the AGM Common Proposal format).

Please send one copy of your Cover Sheet, Narrative and Additional Information (double-sided pages are strongly encouraged) to:

Margaret Ramsey  
Managing Trustee  
The Ramsey McCluskey Family Foundation  
P.O. Box 275  
Lincoln, Massachusetts 01773

Within three weeks of receiving an application, the Foundation will send an email message to acknowledge receipt. If the application is a good fit with the Foundation mission, the Foundation staff will contact you by telephone or email to arrange for a site visit. If we find the application not to be a close enough fit with the Foundation mission, we will let you know within a month after the grant receipt deadline that the application is declined. All application submitters will be contacted of the status of their application within a week of the grant awards date.

### **Step 3: Site Visit**

The Foundation will schedule a site visit for all Organizations with applications under consideration. These visits will take place during January-March of the grant cycle.

## **Contacting the Foundation**

- If you need to contact the Foundation, email is preferred: [Meg.Ramsey@verizon.net](mailto:Meg.Ramsey@verizon.net)
- The phone number of the Foundation office is 781-259-9948.

## **Frequently Asked Application Questions**

### **Does the Foundation consider multi-Year proposals?**

While we are experimenting with the new Trilogy Grants the Foundation will not consider multi-year grants other than the Trilogy Grants.

### **Can an Organization ask for a Grant more than once?**

An Organization may apply for a grant once during the Foundation's fiscal year of April 1 to March 31. An Organization may apply for and receive a grant in up to three consecutive fiscal years. If an Organization receives a grant in three consecutive years, the Organization must wait at least one fiscal year before again submitting a grant application to the Foundation.

### **What sort of feedback will the Foundation require?**

We are very committed to learning from our grantee partners. The Foundation requires brief interim reports at six month intervals for the duration of the project with a more comprehensive report at the conclusion of the grant period. Details of the reporting requirements are available on the website, [www.RamseyMcCluskeyFndn.org](http://www.RamseyMcCluskeyFndn.org)

## What grants have been given in the past?

The Grant section of the website will have more grant examples. A selection of the major grants that were awarded during the April 1, 2007 - March 31, 2008 fiscal year:

<b>Recipient / Location</b>	<b>Amount</b>	<b>Grant Purpose</b>
Notre Dame High School	\$15,000	Support of Corporate Internship program to allow students to intern for non-profit organizations.
Crossroads Community Foundation / Natick, MA	\$ 14,400	Matching grant to support Youth in Philanthropy program.
Artists for Humanity	\$10,000	First year of two-year grant to support the youth-run Arts Micro-enterprise program.
Boston Natural Areas Network	\$10,000	Grant to support Youth Conservation Corps summer programs.
Underground Railway Theater	\$10,000	Grant to support youth writing and performing programs in collaboration with various schools and after-school programs.
Boston Youth Symphony Orchestra	\$7,500	Support of ICP – a program to assist inner city students who wish to study string instruments.
YWCA Boston	\$7,500	Grant to support the Youth Voice Collaborative project.
City Sprouts / Cambridge, MA	\$ 5,000	Grant to support expansion of school-yard gardens throughout the Cambridge Public Schools.
John Andrew Mazie Memorial Foundation	\$5,000	Grant to support the expansion of the Mazie Mentoring program at Framingham High School.
Boston Conservatory	\$ 5,000	Grant to support Conservatory Connections, an outreach program that brings student performances to a wider audience.
Institute of Contemporary Art / Boston	\$ 5,000	Support the ICA Teen Arts Council.
The Reagle Players	\$5,000	Grant to support the Actors in the Classroom program at the Waltham High School.
DeCordova Museum and Sculpture Park	\$4,000	Grant to re-design and improve the museum's interactive learning spaces.