

# Guidelines for Grantseekers

The Ramsey McCluskey Family Foundation  
P.O. Box 275  
Lincoln, MA 01773  
[RMFndn@gmail.com](mailto:RMFndn@gmail.com)  
[www.RamseyMcCluskeyFndn.org](http://www.RamseyMcCluskeyFndn.org)

## MISSION

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

The Foundation has a yearly grant making budget of approximately \$200,000. 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.

In 2016-17, the Foundation will award approximately fifteen single year funding grants of up to \$7500. The Foundation will also award four “Trilogy” grants this year. A Trilogy grant awards the grantee \$7500 per year for three years. We will have a small part of the budget available for Scholarship Fund Grants of \$2500. The purpose of these is to help arts education organizations start and/or expand scholarship funds to make their programs more accessible to students. The Scholarship Fund grants are NOT funds that are available to individuals.

## ***Areas of Interest***

The Foundation has two areas of interest that often coincide.

1. General Education: The Foundation will consider proposals for projects from the Pre-school through high school level. We are committed to helping students become excited and engaged in learning, whether it is in the school environment, after-school, or in other settings.
2. Arts Education: The Foundation will consider proposals for projects in any area of Pre-school through High School hands-on arts education. We are particularly interested in projects with sustained contact for students. Please note that we do not sponsor performing arts events.

## ***Geographic Criteria***

The Foundation is local in scope and limits its new grantmaking to the fifty mile radius around our MetroWest Boston (Lincoln, MA) location.

## 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 January 31<sup>st</sup> each year. Applications must be postmarked by October 1<sup>st</sup> of the previous year to be considered for the grant cycle.

For example, the key dates for the upcoming grant cycle are as follows:

- Complete applications postmarked by October 1, 2016
- Site Visits during October 2016 - January 2017
- Grants awarded end of January 2017.

The key dates for the next grant cycle are as follows:

- Complete applications postmarked by October 1, 2017
- Site Visits during October 2017 – January 2018
- Grants awarded end of January 2018.

## ***Types of Awards***

### **Trilogy Three Year Grants**

Starting with the 2009-2010 Grant Cycle, the Foundation began offering Trilogy Three Year Grants. These Grants are for \$7,500 each year for three consecutive years.

Organizations that have received at least two previous single year grant awards 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 four Trilogy Grants will be awarded per year. Unsuccessful applicants for the Trilogy Grant awards will automatically be considered for a Single Year Grant for the grant cycle. The number of Trilogy Applications will be capped at seven or eight each year.

**How to Apply:** Organizations should contact the Foundation to discuss their interest in a Trilogy Grant and request the Trilogy Grant Application from the Foundation and submit it by the October 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 two 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 two weeks of the January 31st 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 October-January of the grant cycle. We will visit all organizations who are new to the Foundation in person (unless the organization does not have a location for us to visit or activities for us to see). We will visit applicant organizations with whom we have a “track-record” every other or every third year in person and via a phone “visit” on other years.

Site visits are generally very informal. The Foundation wishes to meet the people in the applicant organization that are responsible for carrying out the project described in the grant. If appropriate, we would also like to see the location and if possible, the program in action.

## **Scholarship Fund Grants**

Scholarship Fund Grants are Single Year Grants of up to \$2500 in support of setting up new scholarship funds or helping to expand scholarship funding for arts education organizations. These are NOT scholarship awards for individuals. Please contact the foundation for the application/reporting requirements for these awards.

## **Contacting the Foundation**

- If you need to contact the Foundation, email is preferred: [RMFndn@gmail.com](mailto:RMFndn@gmail.com)
- The phone number of the Foundation office is 781-259-9949.

## **Frequently Asked Application Questions**

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

The Trilogy Grants are the only type of multi-year funding that we consider.

## 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 a 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?

Please see the **Recent Grants** and **Trilogy Grantee** section of our website, [www.ramseymccluskeyfndn.org](http://www.ramseymccluskeyfndn.org) for examples of recent grants.