

The Kathryn Ames Foundation

INSTRUCTIONS FOR GRANT APPLICATION AND GRANT GUIDELINES

About the Foundation

The Kathryn Ames Foundation, Inc. is a private foundation that was formed in 1993 under the will of Kathryn Ames. Ms. Ames left her legacy in honor of her parents, Max Freedland and Ida Freedland, in order to benefit organizations located in Israel that are working for charitable and benevolent purposes.

The foundation is governed by a board of three directors. These directors make the final decision on all grants and expenditures made by the foundation.

Grants Made by the Foundation

Eligibility

- Organization must use funds granted for charitable purposes in Israel
- Organization must be operated so that it does not discriminate in the provision of services based upon race, religion, religious affiliation, or ethnic or national origin
- Organization must have an exempt status under section 501(c)(3) of the United States Internal Revenue Code or the Board of Directors must be able to make a good faith determination that it is a public charity within the meaning of the Internal Revenue Code

Size and Duration of Grant

The average grant is between \$5,000 and \$15,000. Grants are usually awarded on a one-time basis. Grantees should not assume that approval of a grant implies commitment to ongoing future support.

Areas of Interest

The foundation makes grants to qualified charitable organizations that address the following areas of interest:

- Social and Economic Welfare
- Religious and Ethnic Pluralism
- Social Justice
- Education

Grant/Funding Type NOT Funded

- Individuals
- Special events/Benefit dinners
- Advertising/Publications
- Impermissible lobbying, legislative or political activities

Application Procedure

As of May, 2008, all applicants are required to submit a letter of inquiry before submitting a full grant application. Before applying for a grant, applicants should carefully review the Foundation's guidelines. Once you have determined that your organization or project fits within the guidelines, a brief letter of inquiry should be submitted to the Foundation describing the program for which funds are being requested. The letter, *not to exceed two pages*, should be submitted via email to info@kathrynames.org or by mail to Kathryn Ames Foundation, 102 W. Pennsylvania Avenue, Suite 304, Towson, Maryland 21204.

The letter of inquiry should include the following:

- Name and brief description of your organization
- The purpose of the grant, including a description of proposed activity
- The timeframe for program or project for which funding is requested
- The geographic area, demographics of population, and number of individuals to be served by the program or project for which funding is requested
- The grant amount requested
- An estimate of the total cost of the program or project
- Totals of your organization's income and expenses from your organization's most recent fiscal year
- Contact name and title, phone number, email address

There is no deadline for the submission of letters of inquiry.

All letters of inquiry are reviewed by Foundation Board and staff. Applicants will be notified by email or letter whether they are requested to submit a full proposal. Responses to letters of inquiry typically will be made within thirty days from the date received.

If it is determined from the letter of inquiry that the proposed project may meet the Foundation's priorities and interest, then the applicant will be permitted to submit a full grant application, a copy of which is available on the Foundation's website (www.kathrynames.org). Applicants must use the foundation form in applying for a grant.

Regrettably, the availability of grant funds permits a favorable response to only a limited number of requests. Since the Foundation requests more proposals than it can fund, a decision to permit your organization to submit a full grant application should not be interpreted as an indication of likely support. Lack of approval bears no reflection on the worthiness and merit of the proposal and organization submitting the request.

Grant applications should contain a one-page cover letter summarizing the project, the amount requested and the timetable for the project, a completed grant application, and all attachments listed on the application form.

The foundation will notify you if additional information is required for your grant application package.

Applications for grants should be delivered as follows:

Mail delivery:

W. Michel Pierson, President
 Kathryn Ames Foundation, Inc.
 102 West Pennsylvania Avenue, Suite 304
 Towson, Maryland 21204

E-mail delivery: Info@kathrynames.org

Fax delivery: 410-821-3007

Frequency of Application

The foundation receives numerous grant requests and is unable to fund all projects, although those projects may be well-designed and well-conceived. Applicants should be aware that the fact their activities fall within the Foundation's funding guidelines does not assure that the Foundation will be able to provide funding. The Foundation will not entertain more than one grant request per year from any organization, regardless of whether funding is awarded.

Reporting Requirement

Organizations receiving funds must submit a report to the foundation detailing the use of the funds within one year of receiving a grant. A grant report form will be provided with acknowledgment of grant. **The grant report form should not be used as a request for additional funds.** The use of the foundation's application form is required.