

RICHARD AND SUSAN SMITH FAMILY FOUNDATION
SMALL CAPITAL GRANTS PROGRAM

Program Guidelines
(Revised, 11/23/11)

Possible Uses of Funds:

1. Purchase of non-expendable assets. Examples include vehicles, furniture, computer, office or audiovisual equipment, heavy appliances, playground equipment and, in certain instances, public art.
2. Physical improvements to facilities. This may include costs associated with acquisition, rehabilitation, new construction, upgrade or expansion of nonprofit-owned facilities or leasehold improvements where the agency has at least a five-year lease. This may also include modifications undertaken to improve handicapped accessibility in keeping with the goals of the Americans with Disabilities Act.

It is anticipated that in each round of small capital grants, five to ten organizations may receive grants ranging in size from \$5,000-\$50,000. The average grant size is \$30,000. Requests for undesignated contributions to larger capital campaigns are discouraged, because they tend not to score favorably under the evaluation criteria for this grant opportunity (see below). We anticipate this to be a highly competitive process.

Eligible Applicants:

1. Non-profit organizations with 501(c)3 tax-exempt status
2. Agencies with annual operating budgets of approximately \$3 million or less
3. Agencies whose primary mission falls into one or more of the following Smith Family Foundation priority areas: youth development, poverty alleviation or cultural enrichment.
4. Agencies (or programs within agencies) that serve people in the Greater Boston area.

Ineligible Applicants:

1. Individuals
2. Endowments or Private Foundations
3. Religious organizations, where the grant is to be used for sectarian purposes
4. Federal, state or municipal agencies
5. Political campaigns

Selection Criteria:

The following criteria will be used in evaluating grant requests:

1. Does the organization and project address a well-defined need that falls within a Smith Family Foundation priority area?
2. Does the organization have strong and creative leadership? Can it point to significant accomplishments?

3. Is the project innovative, well thought out and ready to implement? Can the project be completed in a reasonable period of time (generally within one year)?
4. Will the project, when completed, have a significant impact on the quality or reach of the program?
5. Will Smith Family Foundation funds, if granted, have a significant impact on the overall project?
6. Going forward, will the applicant be in a position to manage, maintain, staff or otherwise well-use the asset(s) acquired with Smith Family Foundation funds?

Organizations whose service delivery approach results in a deep and transformative impact on the lives of beneficiaries tend to be of most interest to Foundation Trustees. Single, coherent, high-impact projects tend to compete more favorably than requests for a variety of unrelated items.

Staff and Trustees will do their best to assess the relative importance of the proposed projects in making the awards.

Letters of Request

Potential applicants are encouraged (but not required) to contact Smith Family Foundation staff prior to submitting a letter of request to determine whether their organization and/or proposed project are good candidates for funding under this program. Two-page letters of request may be mailed to Lynne J. Doblin, Executive Director, Smith Family Foundation, 1280 Boylston St., Suite 100, Chestnut Hill, MA 02467. Alternatively, you may e-mail your letter of request to info@smithfamilyfoundation.net. The letter of request should include:

1. A concise description of your agency including its name, mission, target population, geographic focus, some recent accomplishments, annual operating budget, tax-exempt status and contact information (including postal and email addresses).
2. A concise description of the project for which funds are being requested, including the amount requested, how the project meets an important need, how it relates to your agency's mission and who will carry out the project.
3. A proposed budget and timeline for the project, indicating the amount and source of any funds that have already been received or committed to the project. This may be in the form of a one-page attachment (not counted in the 2-page limit).
4. A brief indication of how the asset will be managed and supported in future years.

If, after preliminary review, your request is selected for further consideration, you will be asked to provide additional information and contacted to arrange a site visit.

Process and Timetable for Submitting Applications for Small Capital Grant Funding

The next deadline for letters of request is Thursday, March 8, 2012. Letters of request may be sent electronically or by mail, and should be received by the Foundation by 4:00 p.m. on that date. Approximately one month after the deadline, applicants submitting letters of request will

receive either an invitation to submit additional information or a regrets letter. Final grant award decisions are likely to be made in June 2012.

Repeat Applications

The process for consideration of repeat applications will be as follows. Organizations that receive a small capital grant from the Foundation will not be eligible to reapply for a second small capital grant for a period of at least two years from the date of receipt of the first grant. They would then be eligible to apply for a second small capital grant if the project for which they previously received funds has been successfully completed and a final report concerning the project has been received by the Foundation.

Successful applicants under the Small Capital Grants program are, however, eligible to apply for a Smith Family Foundation Capacity Building Grant at any time.