

APPLICATION PROCEDURE AND REVIEW PROCESS

The Foundation strives to treat its grantees, investees, and applicants—our “customers”—with courtesy and respect. To ensure that our communications are clear and timely, specific timelines for responses are provided below.

We request that all first-time applicants submit a one- or two-page letter of inquiry *by mail or fax* rather than calling. Current grantees or investees should contact their program officer prior to submitting a proposal for renewed support.

Please do *not* send videotapes or DVDs.

It will be helpful if your letter of inquiry includes the following information:

- ▶ **Basic organizational information**—a brief statement of your organization’s mission, leadership, contact information, and a copy of your tax determination letter;
- ▶ **Program information**—a brief description of the population and the community served, major program emphases and accomplishments, summary data that demonstrate program impact in alignment with the Foundations, programs and future objectives;
- ▶ **Funding information**—the total dollar amount, duration, and type of support (i.e. grant and/or investment) requested; your total organization budget; and other *major* funding sources, including amounts of approved grants from private (philanthropic and corporate) sources.

There are no formal application deadlines. Staff will review your letter of inquiry and notify you within one week of receipt whether your request is declined or is undergoing review by a program officer, whose name and direct phone number will be supplied to you. If your letter is under review, staff will contact you within four weeks of assignment to a program officer to let you know whether the Foundation is requesting a full proposal.

Once the full proposal is received, staff may research your request through telephone inquiries, meetings, and a site visit. Staff may also wish to speak with your colleagues, board members, or outside experts. If a formal grant recommendation goes forward to the Foundation’s leadership, applicants should ordinarily expect a decision no later than four months from the date that the Foundation received the full proposal.

In all cases, staff will be in communication with you throughout the review process, and you should feel free to contact Foundation staff with any questions or comments that you may have. The Foundation’s Board of Directors prefers that all inquiries be directed to staff, as noted below. An applicant who is acquainted with a Board Member should note the association in the inquiry letter, and staff will bring the application to the attention of the Board.

All letters of inquiry should be directed by mail or fax to:

Mary Jo Mullan
Vice President, Programs
The F.B. Heron Foundation
100 Broadway, 17th Floor
New York, NY 10005

by fax: 212-404-1805

The process for *mission-related investment applications* is similar in many respects. An initial request for a mission-related investment may be in the form of a letter of inquiry with a proposed term sheet or private placement memorandum. Please submit the request to:

Luther M. Ragin, Jr.,
Vice President, Investments
The F.B. Heron Foundation
100 Broadway, 17th Floor
New York, NY 10005

by fax: 212-404-1805

Staff will normally inform you within four weeks of receipt of the inquiry whether further review will be undertaken, and what additional information will be required.

We thank you for your interest in The F.B. Heron Foundation.