

**GEORGE B. HENDERSON FOUNDATION
FUND FOR THE CITY OF BOSTON
c/o Hemenway & Barnes
60 State Street
Boston, MA 02109**

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Foundation Administrator
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October 2008

PROPOSAL GUIDELINES

A. Policies for Grants

1. Grants are made by the George B. Henderson Foundation in accordance with the Indenture of Trust by Mr. Henderson dated 21 May 1964.

This instrument directs that Foundation funds shall be devoted solely to the enhancement of the physical appearance of the City of Boston including projects concerning parks, city streets, buildings, monuments, and architectural and sculptural works.

Each project shall be visible by the public, preferably from a public way. If funds are expended for work on building interiors, the building shall be open to the public a reasonable number of days in each year.

2. The term "physical appearance of the City of Boston" is assumed to include all neighborhoods in all parts of the City and address their identity, sense of place, and quality of life.
3. Highest priority is given to requests for grants which would make the most significant enhancement of the physical appearance of the City of Boston for the funds requested.
4. Future maintenance is an important consideration, including durability of design and materials, and who will be responsible for maintenance on an on-going basis.
5. The Indenture of Trust identified a board of designators to make grants composed of the Director of the Museum of Fine Arts in Boston, The Dean of the School of Architecture and Planning at M.I. T., the Director of SPNEA (now Historic New England), the Chairman of the Board of Arts Commissions for the City of Boston plus three other members, one of whom shall be a landscape architect and two additional members who reside in the Commonwealth and are not architects or landscape architects. This selection of designators who are leading figures in the design, artistic, and preservation professions in Boston makes clear the intent that the selected projects must be of highest design quality.
6. Grants are made for capital improvements which would not ordinarily be undertaken by public or private bodies. Grants are made to larger projects when there is a key identifiable element which could be a Henderson project.
7. Grants are made for preservation and restoration as defined in the National Park Service Technical Preservation Service Standard, but not for routine care or maintenance, of distinctive and significant buildings, objects, or features.

PRESERVATION IS DEFINED AS the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property...Protection, retention of historic materials, and repair are emphasized while replacement is minimized.

RESTORATION IS DEFINED AS the act or process of accurately depicting the form, features, and character of a property as it appeared at a particular period of time by means of the removal of features from other periods in its history and reconstruction of missing features from the restoration period.

8. Grants are not made for general fund drives, for endowments or for operating or staffing costs, for planning or design studies, or for the construction of playgrounds or tot lots.
9. Grants are payable upon completion of work for which the grant is made. This is reimbursement funding.

B. Limitations

Grants which have been made and are not used for a period of three years after the grant award will be cancelled.

C. Eligible Applicants

Applicants, unless a municipal agency, must be an exempt organization under IRS Sec. 501 (c) (3) and must submit a copy of a determination letter from the Internal Revenue Service. Projects must be within the City of Boston.

D. How to Apply

Proposals must include

1. Proposal Narrative and Budget (not more than five pages)
2. Proposal Exhibits- must include neighborhood context
3. Proposal Attachments

Applicants must provide 9 copies of the proposal narrative and budget and all exhibits and one copy of all attachments. Please do not bind proposals or include videos.

E. Proposal Narrative and Budget – 5 page maximum

Name, address and telephone of applicant organization; director (or contact person if not director); name of project for which support is requested; and amount requested. A one sentence summary of the project should be included.

Project description including specifics of proposed project; description of entire project if requested amount is part of larger project; significance of proposed project; project schedule and anticipated completion; plan for maintenance; budget with breakdown showing details of requested amount; funding plan and amount raised to date.

Please be sure that your proposal narrative answers the following:

Personnel/contact

- Identify the name, title and contact information for your organization.
- Provide the name and affiliation of your project supervisor
- If known at the time of your proposal submission, identify the architect, landscape architect, or other design professionals and artists, fabricators, or restoration specialists involved in your project.

Site control/approvals

- Indicate any public approvals that your project has received.
- Indicate whether you have site control for the project and if not, when control is expected.

Schedule

- If you are awarded a grant, indicate how soon after an award you will begin to incur costs for your project.

Other grants

- Indicate any previous grants from the Henderson Foundation your organization or project has received.
- Indicate all other funders who are reviewing your proposal at the time of its submission to the Henderson Foundation.

F. Proposal Exhibits

Exhibits include photographs (no slides, Polaroids or Xeroxed photographs), plans and other visual materials directly relevant to your project, brochures, and support letters. All documentation must be labeled with organization name and date.

Provide plans, elevations, and renderings, or if these are not yet available, concept sketches showing what the project will look like. Include information on materials to be used.

Provide photographs of existing conditions at the project site, including its surroundings to show the context, including the neighborhood, and how it will be affected by the project.

G. Proposal Attachments

Organizational credentials- copy of most recent audited financial statement, most recent financial statement, including that of any parent organization if the applicant is a subsidiary or support group of a larger non-profit, IRS letter of determination, list of Board of Directors including affiliations and city of residence, and a letter from the site owner stating that permission has been granted which outlines any conditions that must be met by the proponent.

H. Proposal Deadlines: April 15 and October 15.

Funding decisions are usually made six to eight weeks after deadlines.