

**Avison Fund Committee – Friends Meeting at Cambridge
Request for Proposals**

Fund Cycle 2025

BACKGROUND:

The Kathryn and Charles Avison-Miriam Avison Charitable Fund was established to help improve the lives of children—helping them to grow into productive, caring yet savvy human beings. The Boston Foundation provides administrative oversight for the Fund. In addition, the donor requested that a committee of Quakers from the [Friends Meeting at Cambridge](#) (FMC) act as an advisor to The Boston Foundation. Each year this committee reviews applications according to the criteria listed below and discerns who will receive grants. To learn more about Quaker beliefs and values, you may find it helpful to visit: [An Introduction to Quaker Beliefs](#) and [Quaker Testimonies](#).

REVIEW CRITERIA:

The Avison Fund Committee reviews proposals according to 3 stages:

- Stage 1: Initial Review of Required Application Materials
- Stage 2: Review for Minimum Criteria
- Stage 3: Comprehensive Review

Stage 1 (Initial Review of Required Application Materials): The Avison Fund Committee does an initial review of proposals to check that all required grant application materials have been submitted. We will not review proposals that are missing these required application materials. Required application materials include the following:

Please use [The Philanthropy MA Common Form](#) to apply for the Avison grant. If you have not used these forms before, please refer to the [Instructions](#) that will provide tips and guidelines on how to fill out the forms. Only the following two sections of the Common Report Forms are required:

(1) **Cover Sheet** and

(2) **The Full Proposal Narrative Form.**

In addition, your proposal must include:

(3) **Proof of current 501(3)c status.** Please do not submit expired documentation.

(4) **A full and clear budget** for how the organization expects to spend the grant funds. Budgets should show a detailed breakdown of how the money will be spent. Budgets should specify the amount of funding that will be spent on expenses such as labor, materials, fees, consultants, and so on.

Please do not submit a budget showing the Avison funding as one row within the organization’s overall operating budget. Please do not submit the Budget Template from The Philanthropy MA Common Report Form.

The Avison grant can be combined with other funding sources to complete a project or to supplement a program that meets the Fund’s goals. See Stage 3 of the “Review Criteria” section to learn more about how the Avison Fund Committee reviews budgets.

See example below.

Expense	Cost
Training Fees (10 hours for a consultant at \$85 per hour)	\$850
Books (\$20 per book for 18 staff members)	\$360
Kits for children (\$55 per kit for 150 children)	\$8,250
Total Amount Requested from Avison Fund	\$9,460

(5) **Attestation that the grant will not pay for the salaries or fees of FMC members.** To avoid a conflict of interest, the grant may not fund a substantial portion of the salaries or fees of members of FMC. If members of FMC are on your staff, illustrate how you will ensure the grant does not contribute directly to a large portion of their salaries. **(Please include your attestation in “10. Other”.)** Wording should be “[Organization] attests that funds awarded by the Avison Fund Committee will not be used to fund a substantial portion of the salaries or fees of members of Friends Meeting at Cambridge.”

Stage 2 (Review for Minimum Criteria): If all application required materials are submitted, the Committee then reviews the following minimum criteria:

- **Whether the proposed program will directly impact the lives and well-being of children (18 and under).** Be sure your proposal to the Avison Fund Committee shows how this work will directly impact the lives and well-being of children. If you do not demonstrate this, the project is considered ineligible.
- **Significant impact:** Priority will be given to organizations providing programming or a project where the Avison Funds will supply a significant amount of the needed funds. This means that smaller organizations and/or organizations with a smaller area focused on children needing support may be favored over organizations with multi-million-dollar annual budgets.

At this stage, the Avison Fund Committee also tracks whether the organization has a Quaker affiliation. The Donor has stipulated that up to 20% of disbursements may go to Quaker organizations. (The Donor’s complete statement is available on request.)

Stage 3 (Comprehensive Review): If the application meets minimum criteria in Stage 2, the Avison Fund Committee then completes a thorough review based on a comprehensive set of criteria. Each application is assigned to two reviewers. Each reviewer can assign up to 100 points, based on the criteria shown below. The Committee then meets to discuss each reviewer’s feedback and reaches consensus on a final point allocation.

Proposal Narrative (40 Possible Points)

- The proposal demonstrates a significant need or problem
- The proposal demonstrates how the activities will help address this need or problem
- Objectives for the program are clear and measurable and there is a plan to evaluate the success of the program
- Organization’s values are in alignment with Quaker values and the mission of the fund
- There is clear recognition of the value of diversity and equity

Budget Quality (20 Possible Points)

- **How the proposed program will directly impact the lives and well-being of children (18 and under).** Be sure your proposal to the Avison Fund Committee shows how this work will directly impact the lives and well-being of children. If you do not demonstrate this, the project is considered ineligible.
- Requested funds seem appropriate for the amount of work outlined in the proposed scope of work (not too much, not too little)
- Requested funds are not used for the start-up of a new organization or for general operating funds
- Priority is given to organizations for whom the grant is likely to make a significant impact on their operating budget
- The organization makes the most of the grant award and shows promise for how this money will support sustainability/growth

Personnel (20 Possible Points)

- Proposed staff have the qualifications and/or experience needed to deliver the proposed project activities

Organizational Capacity (20 Possible Points)

- The organization has sufficient capacity and resources to carry out the proposed activities (examples include, but are not limited to: facilities, computers, meeting space)
- The organization describes within the application how it has appropriate connections to the population/community it serves.

GRANT AMOUNT: Individual grants will be made up to \$10,000. This year, the Avison Fund Committee anticipates awarding approximately 8 grants. Successful applicants will be contacted by The Boston Foundation to supply the necessary information for electronic transfer of funds, or if necessary, the proper address for mailing a check.

SUBMISSION INSTRUCTIONS: Please send your application by email to: AVISONFUNDAPPS@gmail.com. Please include your organization's name in the subject heading. **The deadline to submit proposals is Tuesday January 7, 2025 at 5:00 pm.** Grant applications must be signed and submitted by a staff member of the organization. To avoid the appearance of any conflict of interest, any organization with employees, board members, or other volunteers affiliated with FMC must be signed and submitted by staff or other officers of the organization who are not affiliated with FMC.

REVIEW TIMELINE: Proposals will be reviewed between January and March 2025. An announcement of grant recipients will happen no later than the end of May 2025. We anticipate that grants will be disbursed by the end of June 2025.

QUESTIONS: All questions should be directed to AVISONFUNDAPPS@gmail.com.