



## **Grant Application Requirements and Guidelines**

All applying organizations must fit with the mission of Winning Home, Inc.'s charter to offer "services and support to children who are economically, socially, physically, emotionally or mentally handicapped or disadvantaged and their families."

### **I. Background**

Winning Home, Inc. ("Winning Home") is a Massachusetts charitable corporation under M.G.L. c. 180 which has evolved from a charitable testamentary trust established by the last will of William Henry Winning in 1898. Originally, principally endowed with a farm known as Winning Farm located in Winchester, Lexington and Woburn, Middlesex County, Massachusetts, containing approximately 155 acres, the purpose of the testamentary trust, later incorporated in 1902, was to establish an orphanage and children's home at Winning Farm. For many years, Winning Farm was operated under the direction of members and directors who were active citizens from Winchester, Lexington and Woburn as a summer camp for needy children principally from the local communities and nearby Boston, Massachusetts. Children's and youth groups such as the Boy Scouts, Girl Scouts, 4-H Club and others were encouraged to use Winning Farm's land, and, as developed over the years, buildings, including cabins, horse-related barns and rudimentary athletic fields and trails for healthful recreation.

On October 23, 1989, upon petition of Winning Home Inc.'s Board of Directors, the Middlesex Probate and Family Court ordered that Winning Home's purpose be modified to broaden its reach as follows:

The purpose for which this corporation is established is to provide services and support to children who are economically, socially, physically, emotionally or mentally handicapped or disadvantaged and their families.

The corporation may provide such services and support directly, or may make grants, including but not limited to grants of funds, licenses, leases or other rights to qualified organizations, defined below, and may enter into such agreements with such organizations as are necessary to use and/or administer the assets of the corporation for the purposes stated herein. Any services or support shall not be prohibited and any organization described herein providing such services shall not be disqualified from receiving assistance because such services or support or such organization also benefits persons not within the categories described above, so long as the primary emphasis of the services, support or organization shall be for disadvantaged children as described above.

The term qualified organization, as used herein, shall mean organizations which are exempt from taxation under Section 503(c) of the Internal Revenue Code of



1986, as that section may from time to time be amended, including organizations contributions to which constitute allowable charitable deductions under 642(c)(2) of the Internal Revenue Code and organizations mentioned in Section 170(c) of said Code, no part of the earnings of which shall inure to the benefit of or be payable to any private shareholder or individual, and no substantial part of the activities of which shall be the carrying on of propaganda, or otherwise attempting to influence legislation, or participation in or intervention in any political campaign on behalf of any candidate for public office.

## **II. Primary Purposes**

In 1996, the Members and Directors of the corporation determined to sell Winning Farm and to use the net proceeds of such sale as an endowment from which to make grants to other charitable organizations who are actively serving the needs of children and their families as reflected in the expanded purposes of Winning Home, Inc.

Currently, Winning Home, Inc. administers an endowment of approximately \$8 million and has awarded grants as required by applicable regulations applicable to Winning Home's status under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, to eligible, approved 501(c)(3) organizations whose purposes, conduct and needs are both consistent with and supportive of the needs of children and their families, principally in the Woburn, Winchester and Lexington communities and also in a broader geographical area.

## **III. Meeting Dates**

The Board of Directors of Winning Home, have regularly scheduled meetings each year to review grant requests approved by a grant subcommittee for presentation to the Board of Directors and to select awardees. Scheduling is at the convenience of the Board of Directors.

## **IV. Submission Schedule**

Applications to request a grant must be submitted pursuant to invitation and be complete, in all respects, and received by a date designated by Winning Home's representative. Applications for request of grants that are not completed and submitted on time may be considered on the next regularly scheduled meeting, if complete. However, Winning Home reserves the right to schedule for presentation to the Board of Directors or any authorized sub-committee of the Board, grant requests approved for presentation at any time it deems appropriate and may, in its sole discretion, schedule special meetings to accommodate the needs of the requesting organizations.



## **V. General Purpose**

Generally, Winning Home prefers that the purposes for which the applications are filed satisfy all of the following criteria:

Grant proceeds will be applied to specific projects rather than used as operating budget subsidies.

Grant purposes and uses for a multi-year grant or successive annual grants will not exceed three (3) fiscal years of the Grantee.

Grant proceeds will be efficiently and effectively used as conditioned in the grant award and as demonstrated by an authorized, certified written report rendered to Winning Home on a schedule to be determined by Winning Home.

Applicants should serve the needs of children in Woburn, Lexington, Winchester and surrounding municipalities in Middlesex County, Massachusetts and elsewhere providing services and support to children who are economically, socially, physically, emotionally or mentally handicapped or disadvantaged and their families.

Winning Home discourages personal interviews or contracts with the board of directors collectively or individually unless formally requested by Winning Home's Board or designees. If the application requires amplification, a Winning Home representative will request additional information of an applicant. Any discussion or indication of interest prior to or after the submission of a complete written application or the performance by Winning Home of on-site evaluation shall not be construed as a commitment by Winning Home.

Applications will be accepted or rejected only in writing. In investigating and considering applications, the Board of Directors attempts to determine the value of the project to its core purposes and society, the soundness of the sponsoring organization, the sources of other financial support for the project or use and the assurance that such project or use is sound.

## **VI. Guidelines**

Only nonprofit tax-exempt organizations as defined under Section 501(c)(3) of the United States Internal Revenue Code are eligible for funding. Winning Home cannot review a proposal unless it is submitted by a tax-exempt organization that takes full legal, fiscal and administrative responsibility for the request. Capital projects, endowments, land or building acquisitions, the delivery of ordinary social services of an ongoing nature, programs that are the routine responsibility of government higher educational institutions or other educational programs,



economic development and training programs and organizations already supported by tax revenues and/or religious or church-based activities ordinarily will not be considered.

Winning Home will not consider the purchase of blocks of tickets, support for benefits, solicitations from regular development campaigns or annual contribution drives. Also excluded are requests for conference and seminar expenses, projects to erect statues, memorials or the like, scholarships, internships, fellowships and loans.

## **VII. Grant Application Procedures**

As a preliminary matter, rather than completing and submitting a formal application with supporting materials, following review of these guidelines, applicants for grants should first inquire in writing to the attention of the Board of Directors c/o the Executive Assistant, as to whether the applicant's proposed purposes are those that would fall within Winning Home's purposes and be applicable in the year of application. All applicants should initially provide a concise letter to Winning Home setting forth the purposes and background of the requesting organization and outlining the project goals, strategies and costs. Upon receipt and review of the initial letter, Winning Home will respond to the applicant in writing, usually within thirty (30) days, to advise the applicant as to whether the applicant should proceed to complete a formal application. If the applicant has been invited to submit a formal application, the following information and documents should be provided:

1. The legal name, address, and telephone number of the organization, as well as the name(s) and contact information of the authorized representative(s);
2. A brief description of:
  - a. the history of the organization
  - b. its purposes and goals
  - c. the proposal objective
  - d. time period for completing the project
  - e. significant past projects
  - f. copy of organizational documents
  - g. official certificates of legal existence
  - h. published literature and brochures
3. The specific dollar amount being requested from Winning Home, the total project budget including all sources and uses, and the percentage which the requested grant represents in relation to the overall project budget;
4. A statement describing in detail the project or activities to which the requested grant monies would be directed;



5. Financial Documents:
  - a. Audited financial statements (if available or required by law)
  - b. True, signed copies of IRS Form 990 for the most recently completed fiscal year and two prior years
  - c. MA Attorney General, Division of Public Charities Form PC for the most recently completed fiscal year;
6. Resumes of key individuals of the organization and of those persons who will be responsible for directing the activities and disbursing any grant monies involved with the project;
7. A list of other funding sources for which the applicant has applied for the benefit of the project and any results (or projected results) from these other sources of funding;
8. A detailed itemized budget for the specific project, with both projected revenues and expenses;
9. An itemized operating budget for the organization, with both projected revenues and expenses for the current fiscal year;
10. A copy of the IRS determination letter(s) indicating the organization's specific tax-exempt status under Sections 501(c)(3) and 509(a) or 4942(j) accompanied by a certification signed by the President or Treasurer or similar highest officials that no notice of revocation of such tax-exempt status or proceeding or inquiry as a result of which revocation of such tax exempt status may occur has been received by the applicant and that there has not occurred and there is not pending any proceeding, investigation or lawsuit by an agency of government or other person regarding the conduct of the affairs of the applicant;
11. A list of the names and addresses of the current officers, executive director, directors, board of directors, trustees and members;
12. Additionally, Winning Home reserves the right to request and review to its sole satisfaction such other and additional information, documents or evidence as it may, in its sole judgment, determine at any time;
13. True and complete copies certified (by the Secretary of State or other similar acceptable official verification source) of articles of organization, charters, trusts, statutory authorization, operating agreements and other necessary and appropriate evidence of legal existence and good standing and qualification to conduct its affairs of the applicant.



In addition, the applicant may wish to provide a statement (1) to differentiate, if appropriate, any unique aspects of its request and the proposed project as compared to other projects of the same nature; and (2) to include a synopsis of the plan to evaluate the results of the project and any past evaluations done by the organization on similar programs or efforts.

Additionally, all applicants will be required to provide the following information:

1. List of contributors, detailing the major contributors to the organization (\$5,000 or more) and the amounts donated by each for the past two (2) fiscal years.
2. Certification of Tax-Exempt Status, signed by a responsible officer, director, or trustee of the organization, as to whether or not the requested grant would, if received, result in the loss of its classification as a publicly supported organization under the Internal Revenue Code.
3. A summary of budget and funding sources, listing other funding sources the applicant has contacted regarding the proposed project and the results from these other sources.

### **VIII. Notification**

Applicants will be notified in writing of the action taken by the Board of Directors relative to proposed grant requests approved for presentation, usually, within two (2) weeks after completion of the scheduled meeting of the Board of Directors to review applications.

### **IX. Awards of Grants**

Awards of grants may contain detailed conditions to actual issuance of grant funding and shall require written acceptance of such grant accompanied by an appropriate certificate that all necessary action of a corporate or organizational nature necessary to accept and comply with the conditions of the grant have been taken in accordance with the organizational documents and legal requirements applicable to the grantee.

Winning Home reserves the right to decline any application for a grant for any or no stated reason and without requirement of explanation or further review.

Requests for grants must contain all requested information listed in Section VII. Please be sure to complete, number, and label each section.

Please submit application online: <https://winninghome.org/grants/apply/>



Paper applications can be mailed to:

Christine Collari  
Executive Assistant  
Winning Home, Inc.  
P.O. Box 1308  
Concord, MA 01742

Paper applications must be postmarked by application deadline.