

Frequently Asked Questions

Proposal

1) Is a letter of inquiry required to begin the process?

No. Please review the Trust's Proposal Requirements, which you can request from the Trust's contact person or which can be found on this website.

2) I'm not sure whether a particular program is of interest to or would be well received by the Trustees. Should I call the contact person for guidance?

The Trustees require that applicants exercise self-reliance in deciding whether to submit a proposal. The contact person will answer general questions about procedures but will not pre-screen ideas or offer opinions about whether the Trustees will give favorable consideration to a particular proposal, program, or organization.

If your organization is seriously considering submitting a proposal, The Trustees recommend that you re-read the Trust's Proposal Requirements, paying close attention to the five tenets of the Mission Statement. If your program satisfies at least one of those tenets, a significant portion of the people your organization serves is located in Cook County, Illinois and you can satisfactorily address each category of the Proposal Requirements, the Trustees will receive and review your proposal. If after reviewing both the Mission Statement and the Proposal Requirements, questions remain about procedures, please feel free to call contact person.

3) I would like to meet with the Trustees to discuss ideas or options for a proposal or program. Whom do I call?

As indicated above, the Trustees and their staff do not pre-screen ideas or offer prior opinions on proposals, programs, or organizations

If desired by the Trustees after receiving a proposal, the Trustees will initiate any in-person meetings. Please see above for assistance in determining whether a specific proposal or program would be welcomed by the Trustees.

4) What is the range of grants made by the Trust?

The Trust funds a wide range of grants. Our Internal Revenue Service Form 990PF is publicly available for your reading. Preferable to the Trustees is for you to find a program, or portion thereof, which fits within the Trust's Mission Statement and Proposal Requirements. It is the experience of the Trustees that grant requests built around a particular project or aspect of a program are more persuasive than those built around a defined dollar amount. Thus, start with the program and the Mission Statement and Proposal Requirements categories, and then add the requisite dollar amount. Keep in mind that significant rationale must be provided for the Trust to be the primary or sole funder of any particular program.

5) What is the difference between the Elizabeth Morse Genius Charitable Trust and The Elizabeth Morse Charitable Trust?

The Elizabeth Morse Genius Charitable Trust and The Elizabeth Morse Charitable Trust are two separate charitable trusts established by Richard M. Genius, Jr. in 1992 to honor the memory of his mother, Elizabeth Morse Genius:

- Each Trust has an identical Mission Statement;
- However, each Trust has a different set of application procedures;
- The Co-Trustees of the Elizabeth Morse Genius Charitable Trust are Bank of America, N.A. and James L. Alexander;
- The Co-Trustees of The Elizabeth Morse Charitable Trust are JPMorgan Trust Bank and James L. Alexander;
- As a general rule, each Trust does not permit applicants to submit proposals to both Trusts; once an applicant submits a proposal to one of the two Trusts, the applicant must submit all future funding requests to the same Trust;
- For more information regarding The Elizabeth Morse Charitable Trust, please contact Kristin A. Huml, 79 W. Monroe Street, Suite 905, Chicago, IL 60603-4967, 312-739-0326

6) We have been declined by the Trust's sister Trust, The Elizabeth Morse Charitable Trust. Can we submit a proposal to the Elizabeth Morse Genius Charitable Trust?

No. As indicated above, it is the policy of each entity that once you have contact – whether simply a letter of inquiry, a full proposal, or as recipient of a grant – with one Trust, your organization's further contact remains with that Trust.

- 7) Our organization was established and received our IRS Determination Letter within the last year. We have not filed Internal Revenue Service Form 990, nor do we have an audited financial statement. Can we submit a proposal?**

See Number 2, above. If your organization fits one of the tenets of the Mission Statement and you can satisfy all of the categories listed within the Proposal Requirements, you may submit a proposal, but you must explain in the proposal why you are not including your Form 990 and audited financial statement. Keep in mind that all applicants must submit an IRS determination letter, demonstrating that your organization qualifies as a 501(c)(3), publicly supported entity.

Report

- 1) Our organization / program goals have changed from when we submitted our proposal. Is it ok to discuss those new goals in our report?**

The Trustees want you to report on the goals as stated in your proposal. If your goals have changed, still please report on the goals as originally presented. If changes were made to those original goals, you must explain how and why the goals changed.

- 2) Our budget has changed since we submitted our proposal. What should we do?**

Your financial report should include the original budget in the same format as submitted with the proposal. Changes in the budget should be set forth as actual monies received and expended. You must include a budget narrative, explaining the reason for any variances between the budget and actual income and expense. Also, include a column for the funds received from the Elizabeth Morse Genius Charitable Trust so the Trustees can easily see where you expended the grant.

- 3) In lieu of a specific report to the Trust, is it ok to submit our general report that we send at the end of the year to all stakeholders?**

No. The Trustees require a report on how you used the specific grant you received from the Trust. Your report should align with the proposal submitted, i.e. it should report on any particular program highlighted within the proposal, including outcomes relative to your stated goals.

- 4) We have a new development director who recently discovered that a report was not submitted for our last grant. We wish to submit a new proposal. What should we do?**

As stated in our Proposal Requirements, at least 90 days prior to submission of a new proposal, the Trustees require an applicant to file a report, prepared and submitted in accordance with the section on grant reporting in the Trust's Proposal Requirements, on the previous grant that it received from the Trust. If you did not submit a report for a previous grant, then you must submit one and wait 90 days before submitting your next proposal. Please review the FAQ's immediately above for guidance in preparing and submitting your report, which must also include an explanation as to why the originally required report was not submitted.

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