

Grants Paid in 2004

Arts and Humanities	\$ 1,278,000	(24.3%)
Community Endeavors	423,000	(8.1%)
Education	1,256,000	(23.9%)
Health and Human Services	2,155,000	(41.0%)
Journalism and Communication	140,000	(2.7%)
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Total	\$ 5,252,000	(100.0%)

About this year's grants:

Giving in 2004 was flat, growing by only \$2,000 over the Fund's 2003 level of \$5,250,000 but setting another annual contribution record nonetheless. The largest increase in giving was in the Arts and Humanities (+\$293,000), where the Fund made significant multi-year commitments to the capital campaigns of Arena Stage and The Shakespeare Theatre, as well as major one-time capital gifts to Signature, GALA Hispanic, and Atlas theatres. The Fund also made a substantial increase in grants supporting infrastructure investments in public education (+\$211,000), reflecting at least in part a decision to support DC public charter schools for the first time. In 2004, the Fund awarded capital grants to three DC public charter schools (Capital City, Friendship Edison, and Thurgood Marshall) that have demonstrated success in achieving sustained student academic growth, strong leadership, and prudent financial management.

These increases were partially offset by a reduction in the number of grants for journalism, community endeavors, and health and human services programs. The Fund continued its multi-year collaborations with the DC College Access Program that works to increase the number of DC public high school students entering and graduating from college, as well as with Venture Philanthropy Partners to enhance the capacity of outstanding local organizations serving the core developmental, learning, and educational needs of metro area children from low-income families. A total of 185 grants were paid in 2004 and allocated by category as follows: 122 grants for health and human services programs, 26 for educational purposes, 21 for arts and humanities programs, 9 community endeavors, and 7 for journalism and communications projects.

Included in the 122 grants for health and human services programs were 56 year-end grants totaling \$300,000 made to organizations that provide emergency assistance to people in need. Also included were six grants totaling \$50,000 that enabled nonprofit organizations to expand summer employment opportunities for teenagers in the city.

For more information about the Philip L. Graham Fund and application procedures, please refer to the sections of this pamphlet following the *Grants by Category*.

Grants by Category

ARTS AND HUMANITIES

The African Continuum Theatre Company, DC

to build and stabilize the organizational infrastructure required for a professional theatre company, \$20,000

Arts for the Aging, MD

to support *REACHOUT*, a new arts initiative designed to stimulate mental activity and ward off dementia, \$10,000

Atlas Performing Arts Center, DC

towards the renovation of the Atlas Theatre Complex on H Street, NE, as a community-based performing arts space, \$100,000

DC Wheel Productions, dba Dance Place, DC

to help match a challenge grant from the DC Commission on the Arts & Humanities for capital improvements, \$30,000

Eastern Choral Society, DC

to purchase desktop and laptop computers and a printer in support of the *Eastern High School Choir*, \$10,000

GALA Hispanic Theatre, DC

to build a state-of-the-art performing arts facility in the renovated Tivoli Theatre, \$100,000

Imagination Stage, MD

for the build out of a *Dance Theatre Studio* in the Del Ray Avenue annex, \$50,000

The In Series, DC

for computers and a copier needed to support operations as an independent arts organization, \$8,000

Latin American Folk Institute, MD

for the expansion and renovation of the *LAFI School*, \$15,000

Levine School of Music, DC

for one-time transition costs for the move to *The Town Hall Education, Arts, and Recreation Campus (THEARC)* in SE Washington, \$40,000

Manassas Performing Arts, dba Manassas Dance Company, VA

to purchase a new portable dance floor for professional ballet performances at public schools, \$10,000

The National Fund for the U.S. Botanic

Garden, DC

to add construction of *The Regional Garden* to the basic garden, \$25,000

National Gallery of Art, DC

for the creation of a permanent multi-purpose education room (payment of a contingent pledge made in 2002), \$150,000

Port Tobacco Players, MD

for a new lighting system, curtain, and gallery rigging system as part of a major theater renovation, \$40,000

The Shakespeare Theatre, DC

to build a new, second performance space in downtown Washington, DC (second and final payment of a two-year pledge made in 2003 totaling \$350,000), \$175,000

The Shakespeare Theatre, DC

to support the summer *Shakespeare Free for All* at the Carter Barron Amphitheater in 2005 (second payment of a three-year pledge made in 2003 totaling \$150,000), \$50,000

Signature Theatre, VA

to support the capital campaign for a newly constructed theatre in Shirlington, \$200,000

The Studio Theatre, DC

for the capital campaign to purchase and renovate two buildings adjacent to the theatre, \$50,000

The Washington Drama Society, dba Arena Stage, DC

to support *The Next Stage Campaign* (second payment of a three-year pledge made in 2003 totaling \$500,000), \$150,000

Washington National Opera, DC

to support the opera and its community outreach and education initiatives (first payment of three-year pledge made in 2004 totaling \$60,000), \$20,000

Washington Performing Arts Society, DC

to support the *Concerts in Schools* and the *Children of the Gospel* programs (first payment of a two-year pledge made in 2004 totaling \$50,000), \$25,000

Total ARTS AND HUMANITIES

(21 items) \$1,278,000

COMMUNITY ENDEAVORS

The Brookings Institution, DC

to promote neighborhood revitalization in the District of Columbia (second payment of a three-year pledge made in 2003 totaling \$75,000), \$25,000

DC Law Students in Court Program, DC

to acquire and implement a computerized case management system to improve the delivery of free legal assistance to low-income DC residents, \$15,000

Federal City Council, DC

to support the *50th Anniversary Retrospective* and future planning processes, \$20,000

Foundation for the National Archives, DC

in support of The Learning Center component of the *National Archives Experience*, \$100,000

Greater DC Cares, DC

to help close a financial gap for a leading coordinator of volunteerism and corporate philanthropy in the metro area, \$25,000

Jubilee Housing, DC

for the *Campaign for the New Jubilee*, a project to fully renovate seven apartment buildings in Adams Morgan to serve 850 low-income residents, \$150,000

Northern Virginia Urban League, VA

to rehabilitate the basement of the *Freedom House* headquarters as a museum preserving the legacy of the slaves once held there, \$25,000

Points of Light Foundation, DC

to support *The Extra Mile Volunteer Pathway* by underwriting the tribute to DC resident Frederick Douglass, \$45,000

Wesley Housing Development Corporation, VA

towards the salary of the *Real Estate Project Manager* needed to acquire and manage a portfolio of 1,000 affordable rental units by June 2006, \$18,000

Total COMMUNITY ENDEAVORS

(9 items) \$423,000

EDUCATION

All Saints' All Day Child Care Center, MD

for a 15-passenger school bus to transport pre-schoolers, as well as school-age children, participating in field trips and athletic programs, \$30,000

Anacostia Coordinating Council, DC

to support the *Ballou Senior High School Marching Band* in the national Home Depot High School Band competition in Carson, CA, \$5,000

Capital City Public Charter School, DC

for a capital campaign to convert a church at 15th and Irving Streets, NW, to a permanent home for the school, \$50,000

Center City Consortium, DC

for capital improvements to inner-city Catholic elementary schools (second payment of a three-year pledge made in 2003 totaling \$300,000), \$100,000

The Child & Family Network Centers

(VPP), VA

for organizational capacity building in collaboration with Venture Philanthropy Partners (second and final payment of a two-year pledge made in 2002 totaling \$65,000), \$25,000

DC College Access Program, DC

to support efforts to encourage and enable more DC public high school students to enroll in and graduate from college (fourth payment of a five-year pledge made in 2001 totaling \$1.5 million), \$300,000

Dupont Circle Citizens Association, dba Ross Elementary School Playground, DC

for a new playground for students at the school, as well as neighborhood children, \$25,000

Friendship Public Charter School, DC

for start-up costs of the *Early College* initiative at Friendship Edison Collegiate Academy, \$50,000

The Grafton School, VA

for capital improvements to the school and group homes serving 40 youth (ages 6-21) with serious mental and physical disabilities, \$20,000

Heads Up (VPP), DC

for organizational capacity building in collaboration with Venture Philanthropy Partners (third and final payment of a three-year pledge made in 2002 totaling \$70,000), \$20,000

Higher Achievement Program, DC

to purchase and renovate a 4,000 square-foot rowhouse for its administrative headquarters, \$80,000

Hoop Dreams Scholarship Fund, DC

to establish the *Hoop Dreams Alumni Community Network*, \$25,000

Hopkins House, VA

for instruments required to launch a music education program for preschool students in partnership with the Mount Vernon Orchestra, \$5,000

The Ivymount School, MD

to support technology use across all phases of instruction, evaluation, and staff training, \$40,000

Thurgood Marshall Academy, DC

for furniture, furnishings, and equipment at a new permanent facility located at 2427 Martin Luther King Jr. Avenue, SE, \$50,000

Mentors, DC

for a pilot mentoring partnership with McKinley Technical High School, \$20,000

Multicultural Career Intern Program, dba Columbia Heights Educational Campus, DC

to support the public-private partnership for new facilities for Lincoln and Bell Multicultural schools (third and final payment of a three-year pledge made in 2002 totaling \$225,000), \$75,000

Northern Virginia Family Service, VA

to support the construction of the Georgetown South Community Center, which will house an *Early Head Start Child Development Center*, \$50,000

Retired Scientists, Engineers & Technicians, DC

for equipment needed by volunteers for their classroom experiments, \$8,000

Southeast Children's Fund, DC

to train 15 adults as early childhood educators, with the capacity to receive the *Child Development Associate (CDA)* credential, \$33,000

Spanish Education Development Center, DC

to support the bilingual preschool/daycare program, \$35,000

St. Coletta of Greater Washington, VA

to build a new facility for mentally retarded and autistic children and young adults in Washington, DC (first payment of a two-year pledge made in 2002 totaling \$150,000), \$75,000

Teach For America, DC

to recruit, select, train and support corps members to teach in DC public and public charter schools, \$20,000

Turning the Page, DC

to support efforts to empower DC families to become more effective educators of their children, while simultaneously increasing the capacity of the school community to deliver quality education, \$15,000

Washington Jesuit Academy, DC

to renovate/upgrade the recently purchased building that will serve as the permanent home of a middle school for boys, \$50,000

Washington Metropolitan Scholars, DC

for operating costs of a college scholarship program for exceptional Black students graduating from DC metro area high schools (first payment of a two-year pledge made in 2004 totaling \$100,000), \$50,000

Total EDUCATION

(26 items) \$1,256,000

HEALTH AND HUMAN SERVICES

A Greater Washington, DC

to strengthen the *Field of Dreams Program* for DC elementary and middle school students, \$20,000

Academy of Hope, DC

for new classroom and office furniture designed for adult learners at a new site, \$25,000

Arlington Pediatric Center, VA

to add a bilingual *Early Hours Advice Nurse*, \$7,000

Arlington Public Schools, VA

to cover a one-time shortfall in the salaries of bilingual teachers in the *Even Start Family Literacy Program*, \$20,000

Arlington-Alexandria Coalition for the Homeless, VA

to upgrade the communications and computer-networking infrastructure, \$15,000

Arlingtonians Meeting Emergency Needs, VA

to purchase a new or slightly used truck for its *Furniture Bank*, \$30,000

Asian American LEAD, DC

to fund stipends for high school students serving as summer teaching assistants, \$6,000

Asian Pacific American Legal Resource Center, DC

to purchase two laptop computers and necessary software for a domestic violence project assisting the local Korean American community, \$2,000

Best Friends Foundation, DC

to expand the *Best Friends* and *Best Men* youth development programs to a total of 1,900 students in 18 DC public schools, \$35,000

Black Leadership and Christ's Kingdom Society (B.L.A.C.K.S.), DC

to support a residential program for the mentally disabled, \$10,000

Boarder Baby Project, dba The Little Blue House, DC

to pilot an initiative that combines a residential drug treatment program for mothers with a residential child development program for abused/neglected infants and toddlers (payment of a contingent pledge made in 2002), \$50,000

Bowie Crofton Pregnancy Center and Medical Clinic, MD

towards the purchase of a 3D/4D Sonogram Machine, \$20,000

Boys & Girls Clubs of Greater Washington, MD

for a merger with the Metropolitan Police Boys & Girls Clubs (second payment of a three-year pledge made in 2003 totaling \$250,000), \$75,000

Bread for the City, DC

for general operating support of the *Northwest* and *Southeast Centers*, \$25,000

Bringing Wellness and Healthcare to Communities, MD

to purchase a leased *Wellness Van*, an integral part of the *HIV Counseling, Testing, and Referral Program* in Prince George's County, \$12,000

Capital Area Food Bank, DC

to acquire a larger food distribution and warehouse center (first and second payments of a three-year pledge made in 2004 totaling \$500,000), \$200,000

Carpenter's Shelter, VA

for the expansion of services provided by *David's Place*, a daytime shelter for homeless adults, \$15,000

Center for Multicultural Human Services

(VPP), VA

for organizational capacity building in collaboration with Venture Philanthropy Partners (third and final payment of a three-year pledge made in 2002 totaling \$65,000), \$20,000

The Children's Inn at NIH, MD

to support the capital campaign to add 22 resident rooms and new public spaces, \$60,000

Community Family Life Services, DC

to support the *Summer Youth Work/Achievement Program* for teens (ages 14-18), \$13,875

Community Ministry of Montgomery County, MD

for laptop computers and case management software for caseworkers, \$20,000

Covenant House Washington, DC

to support the *Street and Community Outreach Program*, designed to encourage homeless teens to come in off the streets, \$40,000

DC Campaign to Prevent Teen Pregnancy, DC

for continuing efforts to reduce the DC teen pregnancy rate by 50% by 2005 (second payment of a three-year pledge made in 2003 totaling \$150,000), \$50,000

DC Central Kitchen, DC

to purchase a new industrial kitchen freezer, \$20,000

DC Rape Crisis Center, DC

to purchase and install specialized software designed for fundraising, \$15,000

DC Scores, DC

to upgrade the technology and equipment supporting its after-school youth development program, \$20,000

Educational Video in Spanish, dba EVS Communications, DC

for additional equipment needed to produce Spanish-language public education programs for *Linea Directa* outside of the studio, \$9,000

Fair Chance, DC

to support in-depth capacity building for seven community-based organizations in Ward 8 serving youth and families, \$25,000

Food & Friends, DC

to help complete construction of a new facility for an organization that prepares and delivers meals to critically-ill people at home, \$50,000

Food for Others, VA

to replace a van used to provide emergency food services, \$30,000

For Love of Children, DC

to underwrite the salaries of teens participating in the *Teaching Teens to Teach* summer project, \$5,125

Friends for Neighborhood Progress, dba Frederick Community Action Agency, MD

to acquire a larger facility that will house both the food warehouse and a food bank, \$50,000

Friendship House Association, DC

to fund summer interns in the *Youth Opportunity Initiative*, \$8,000

The Homeless Children's Tutorial Project,

dba Project Northstar, DC

to maintain and expand one-on-one tutoring and supportive services for homeless and other at-risk children, \$20,000

Housing Unlimited, MD

for rental housing and related services for chronically mentally-ill adults in Montgomery County over the next two years, \$70,000

Identity, MD

to expand the parent component of an intensive after-school program for Latino youth, \$30,000

JHP, DC

to upgrade computer labs and administrative computers to better prepare clients for jobs, \$15,000

L'Arche DC, DC

to expand services to the developmentally disabled by purchasing and renovating two homes in Arlington, VA, \$50,000

Latin American Youth Center, DC

for start-up expenses of the transitional home for homeless girls and teen mothers, \$25,000

Lutheran Social Services of the National Capital Area, DC

to renovate its primary facility to expand treatment capacity and be fully handicapped accessible, \$50,000

Mentors of Minorities in Education, dba M.O.M.I.E's TLC, DC

to renovate space in an existing building to house the after-school program for young children, \$25,000

Metropolitan Center for Assault

Prevention, MD

for the technology equipment, software, and training needed to implement an updated youth violence prevention program, \$25,000

Miriam's House, DC

for a new fundraising database system designed to increase support from individual donors, \$10,000

Montgomery County Coalition for the

Homeless, MD

for a new server, hardware, software, and training needed to more effectively serve its clients, \$20,000

The National Center for Children and

Families, MD

for computer equipment and software that will be used to assist homeless adults residing in the *Greentree Shelter*, \$30,000

National Center for Therapeutic Riding, MD

to purchase a tractor for general maintenance, \$10,000

National Kidney Foundation of the National Capital Area, DC

to expand *Project Prevention* and follow-up services to improve treatment outcomes, \$15,000

New Neighbors Education Center of Northern Virginia, VA

for development of the adult *English as a Second Language Program* with childcare, child development, and family literacy components, \$20,000

Northern Virginia Community College Educational Foundation, VA

to provide local matching funds for two years of a three-year *Robert Wood Johnson Foundation* grant to expand medical training opportunities and services for low-income residents of Northern Virginia (first payment of a two-year pledge made in 2004 totaling \$70,000), \$35,000

Our Place DC, DC

to purchase a 12-passenger van for the *Our Kids* program, \$25,000

Planned Parenthood Metropolitan

Washington, DC

for full implementation of new digital telephone and electronic medical record systems at all clinics, \$50,000

Reaching Inside for Self Esteem, DC

for a 15-passenger van to transport out-of-school time participants to tutoring sessions, dance class, sporting and cultural events, \$30,000

Safe Haven Outreach Ministry, DC

to renovate four adjacent apartment buildings in Anacostia to provide 58 units of affordable housing for individuals who have overcome multiple disabilities, \$50,000

Shaw Eco Village, DC

for high school, out-of-school, and collegiate youth working during the summer in the *Chain Reaction* and *EcoDesign Corps* programs, \$9,000

Sign of the Times Cultural Workshop and

Gallery, DC

to support student interns participating in the summer *Mural* and *Creative Writing Workshops*, \$8,000

STRIVE DC, DC

to update and expand the computing capacity and operating efficiency of staff, \$30,000

V.W. Associates, DC

to purchase highly-discounted vans, trucks and equipment that will be used by graduates of the *Cable Installation and Computer Training Program*, \$20,000

Vanguard Services Unlimited, VA

towards the replacement of the septic system at *Deep Run Lodge*, a residential substance abuse treatment program for adolescents, \$30,000

Washington Area Consortium on HIV Infection in Youth, dba Metro TeenAIDs, DC

for a new van used to support *Outreach & Education* programs for low-income youth (ages 13-24), \$25,000

Washington Hospital Center Foundation, DC

for equipment and furnishings for a full-service office for the *Teen Alliance for Prepared Parenting* program at the Upper Cardozo Health Center, \$5,000

Washington Redskins Leadership Council, VA

as a matching grant to cover the maintenance costs for the football fields at *Cardozo* and *Central High Schools* over the next two years, \$30,000

Wellspring Ministries, VA

for a 7-passenger van to transport developmentally disabled residents to medical, vocational, and recreational activities, \$10,000

Woodley House, DC

for capital improvements to residential facilities for adults suffering from chronic and acute mental illness, \$50,000

Y.O.U.R. Community Center, DC

to renovate the third floor of its facility to provide a library, counseling space, and a lavatory for teens, \$20,000

Youth Professional Development, MD

to upgrade equipment, software, technical support, and training for a program serving at-risk adolescent parents in Prince George's County, \$10,000

Emergency Assistance Grants, \$300,000

- ACTS of Prince William County, VA
- ALIVE!, VA
- Allen Community Outreach Center, DC
- The Arlington Community Temporary Shelter, VA
- Arlington Food Assistance Center, VA
- Arlington Street People's Assistance Network, VA
- Arlington-Alexandria Coalition for the Homeless, VA
- Bethany House of Northern Virginia, VA
- Bread for the City, DC
- Calvary Women's Services, DC
- Capital Area Food Bank, DC
- Capitol Hill Group Ministries, DC
- Carpenter's Shelter, VA
- Catholic Charities of the Archdiocese of Washington, DC
- Central Union Mission, DC
- Chevy Chase Presbyterian Church, dba Volunteer Assistance Co
- Christ House, DC
- Coalition for the Homeless, DC
- Community Council for the Homeless at Friendship Place, DC
- Community Crisis Services, MD
- Community Family Life Services, DC
- Community Ministry of Montgomery County, MD
- Community Ministry of Prince George's County, MD
- DC Central Kitchen, DC
- Dinner Program for Homeless Women, DC
- Downtown Cluster of Congregations, DC
- Fairfax Area Christian Emergency & Transitional Services, dba FACETS, VA
- Father McKenna Center, DC
- Food for Others, VA
- Friends for Neighborhood Progress, dba Frederick Community Action Agency, MD
- Friends of Falls Church Winter Emergency Homeless Shelter, VA
- Friendship House Association, DC
- Georgetown Ministry Center, DC
- Gospel Rescue Ministries, DC

Hannah House, DC
Manna Food Center, MD
Martha's Table, DC
Mary House, DC
Miriam's House, DC
Miriam's Kitchen, DC
Mount Carmel House, DC
My Sister's Place, DC
N Street Village, DC
The National Center for Children and Families, MD
Neighbors' Consejo, DC
New Hope Housing, VA
Rachael's Women's Center, DC
The Salvation Army, DC
Samaritan Ministry of Greater Washington, DC
Shepherd's Table, MD
So Others Might Eat, DC
Southwest Community House, DC
St. Luke's Shelter, DC
St. Margaret's Episcopal Church, DC
St. Stephen & the Incarnation Episcopal Church, DC
Zacchaeus Soup Kitchen, DC

Total HEALTH AND HUMAN

SERVICES (122 items) \$2,155,00

JOURNALISM AND COMMUNICATIONS

Columbia University Graduate School of Journalism, NY

for scholarship assistance to minority students attending the *Graduate School of Journalism* (first payment of a five-year pledge made in 2004 totaling \$125,000), \$25,000

Committee to Protect Journalists, NY

for operating support during a campaign to build an endowment fund (third and final payment of a three-year pledge made in 2002 totaling \$45,000), \$15,000

The Johns Hopkins University, MD

to support core programs and new initiatives of the *International Reporting Project*, \$25,000

Robert C. Maynard Institute for Journalism Education, CA

for operating support during the start-up and development of the *Media Academy* (first payment of a two-year pledge made in 2004 totaling \$40,000), \$20,000

SNPA Foundation, GA

to support an endowment campaign that will enable free continuing education for staff of member newspaper organizations (second payment of a five-year pledge made in 2003 totaling \$75,000), \$15,000

UNITY: Journalists of Color, VA

to underwrite the cost of an *Advanced Feature Writing Workshop* to be held during the 2004 convention, \$25,000

World Press Freedom Committee, VA

to support efforts to increase the freedom of the press worldwide (third and final payment of a three-year pledge made in 2002 totaling \$45,000), \$15,000

Total JOURNALISM AND

COMMUNICATIONS (7 items) \$140,000

GRAND TOTAL (185 items) \$5,252,000

History and Purpose

Established forty-one years ago in 1963, the Fund is named for Philip L. Graham, who was publisher of *The Washington Post* and president of The Washington Post Company for many years before his death. Gifts from his widow, Katharine Meyer Graham, his friends, and The Washington Post Company formed the initial corpus of the Fund.

From its earliest days, the Fund's mission has been, first, to use its resources for the betterment of the Washington, DC, metropolitan area and, second, to support activities that will foster improvements in the field of journalism and communications. Reflective of its determination to respond to a wide range of community needs, the Fund's grant lists have been broad and varied. Most grants, however, are made to organizations within the following five interest areas:

Arts and Humanities – especially major cultural organizations and those devoted to the visual or dramatic arts;

Community Endeavors – especially those building the infrastructure needed to make the community a better place in which to live;

Education – especially programs that promote healthy, early childhood development or improve public education at the pre-college level;

Health and Human Services – especially those that benefit children, youth and families; and

Journalism and Communications – especially those organizations that advance broad industry goals.

Applying for a Grant

Before submitting a proposal, applicants should determine whether their needs fit within the Fund's areas of interest. If those needs fit and **are not precluded by the limitations cited on page 17**, a proposal of **no more than 10 pages** should be prepared. The letter should be signed by the CEO and:

- (1) describe the organization, its purpose, and whom it serves;
- (2) fully describe the project, including expected outcomes and costs, as well as the organization's qualifications to undertake it;
- (3) specify the amount requested from the Fund, as well as amounts received or expected from other sources;
- (4) if relevant, tell how the project will be funded in the future;
- (5) provide a summary of prior support received from the Fund and/or other foundations; and
- (6) a list, including dates, of other proposals submitted to the Fund within the last five years.

In addition to the letter, the proposal must provide the following attachments:

- (1) an audited financial statement or IRS Form 990 for the organization's most recently completed fiscal year;
- (2) the organization's operating budget for the current fiscal year, including revenue, expense, and staffing levels;
- (3) a budget for the project or program under consideration, including expected sources of funding;
- (4) a copy of the IRS letter confirming the organization's tax-exempt status; and
- (5) a list of the organization's board of directors.

An original and two copies of the letter and required attachments should be provided but **not stapled**. Only clips should be used to separate copies or elements of the proposal.

The Fund accepts, but does not require, the Washington Grantmakers' common grant application.

Application Deadlines

Trustee meetings are held four times per year. Proposals are accepted at any time, but the deadlines for specific meetings are February 1, May 1, August 1, and October 15. Proposals should be postmarked or in-hand by these dates or the first business day thereafter. Organizations are usually notified of decisions within 120 days after each deadline.

Trustees serve for indefinite terms. Founding trustee Katharine M. Graham served as chairman until her death on July 17, 2001. Current trustees are Donald E. Graham, Mary M. Bellor, Martin Cohen, Theodore C. Lutz, and Lionel W. Neptune, all of whom are current or former employees of The Washington Post Company. Vincent E. Reed, retired Vice President of *The Washington Post*, is Trustee Emeritus.

Limitations

- 1.** Grants are not made to individuals, or for religious, political or lobbying activities, or to membership organizations.
- 2.** Proposals are accepted only from organizations that have been ruled to be tax-exempt under Section 501(c)(3) of the Internal Revenue Code and that are not private foundations as defined in the Code.
- 3.** The Fund operates under strict geographical restrictions, making grants primarily in the Washington, DC, metropolitan area. To a limited degree and on the initiative of the Fund only, grants occasionally are made outside of the Washington metropolitan area in communities where The Washington Post Company has significant business interests.
- 4.** As a general rule, proposals for the following purposes are NOT accepted for consideration:
 - Advocacy or litigation
 - Research
 - Endowments
 - Requests from organizations funded in the immediately preceding year
 - Conferences, workshops, or seminars
 - Travel expenses
 - Annual giving campaigns, benefits, or sponsorships
 - Courtesy advertising
 - Independent schools
 - Institutions of post-secondary education
 - National or international organizations or concerns
 - Medical care
 - Production of films or publications
- 5.** Preference is given to proposals addressing special, one-time needs of organizations (e.g., equipment and capital needs) rather than general operating or program support.
- 6.** Guidelines restrict the award of grants to organizations in consecutive years.
- 7.** If a request for funding is denied, organizations must wait at least one year before submitting another proposal.

We greatly appreciate your understanding of the need to establish priorities and apply restrictions to the Fund's giving. If you have questions about them or are uncertain whether your organization would qualify for funding, please call the Fund at (202) 334-6640.

CANDICE C. BRYANT
President