

**THE LALOR FOUNDATION, INC.**  
C/O GRANTS MANAGEMENT ASSOCIATES  
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**The Anna Lalor Burdick Program**

**Guidelines and Procedures**

**1. Introduction**

The Anna Lalor Burdick Program is an initiative of the Lalor Foundation, which was established in 1935 by Anna Lalor Burdick and her son, Charles Lalor Burdick, with bequests from the Lalor family.

Anna Lalor Burdick was born in Villisca, Iowa in 1869. Upon graduating from Iowa University in 1889, she taught at the Decorah High School until 1891, when she married and moved to Denver. In 1894 she accepted the principal's position at Iowa Falls High School. Later she became superintendent of schools in Des Moines. From 1917 until her retirement in 1939, she served in the US Department of Education as Special Agent for Trade and Industrial Education for Girls and Women. She died in 1944.

Anna Lalor Burdick devoted much of her life to the education, careers and lives of women. In a speech at an education conference "attended by 300 Iowa girls" in 1938, she was quoted as saying:

*Your problem is not to choose between marriage and career, but rather to plan a vocation and career and still be happily married.*

*If a girl chooses not to marry, she needs a means of self-support. If she does marry, catastrophe often changes her plans.*

The trustees are proud to carry on the spirit and many of the interests of Anna Lalor Burdick through this program named in her honor.

**2. Mission and Purpose**

The Anna Lalor Burdick Program seeks to educate young women about human reproduction in order to broaden and enhance their options in life. The Program focuses particularly on young women who have inadequate access to information regarding reproductive health, including the subjects of contraception and pregnancy termination, and as such may be particularly lacking options in their lives.

**3. Funding Interests**

Because limited foundation funding is available in the field of human reproductive education for young women, the trustees are interested in stretching the benefit of its grants as far as possible. Accordingly, the Anna Lalor Burdick Program emphasizes:

- Support for one-time projects, ongoing projects, new projects and initiatives that demonstrate realistic plans to achieve greater financial self-sufficiency.
- Support for new or smaller organizations, including grassroots efforts, where funding will increase public visibility, improve standing with funders, facilitate overall organizational development, or, in the case of the well defined projects of larger organizations, add a new dimension or capability to operations.
- Support for collaborative efforts among nonprofit organizations.
- Support for organizations that can demonstrate a proven ability to reach out to, include and involve young women with inadequate access to information regarding reproductive health.
- Support for new ideas, initiatives and demonstration projects, which, if proven effective, may be successfully replicated or provide multiple benefits.

#### **4. Geographic Focus**

The Program has no geographic limits.

#### **5. Funding Availability and Limits**

- The trustees award a small number of grants in the range of \$10,000 to \$50,000.
- Normally grants are awarded for one year only. Under special circumstances, renewals are considered, such as for projects which clearly require more than one year of support for effective implementation, or for projects which demonstrate outstanding results or promise during their first year.

#### **6. Eligibility**

- Eligible U.S. applicants must be tax exempt under section 501(c)(3) of the U.S. Internal Revenue Service Code, and defined as “not a private foundation” under section 509(a) of the Code. If the applicant is not located in the United States and has not already been classified by the U.S. Internal Revenue Service, please contact the Foundation office at the address or phone number listed at the end of this document.
- Reproductive education must be the centerpiece of the proposed project, which should include attention to the subjects of contraception and pregnancy termination.
- The project must focus on young women, including young mothers and preteens.
- The proposal should include a succinct plan for assessing and reporting on the project’s results. In this regard, the trustees are interested in learning from projects that have fallen short of expectations as well as those which have succeeded.

## 7. Areas Where Grants Are Not Normally Made

- To full proposals submitted in advance of a concept paper that has been reviewed and approved by the trustees for further consideration.
- To individuals, or for individual research projects and scholarship.
- To requests for endowment or major capital support.
- To prior grantees which have failed to provide grant reports.
- To organizations with no track record or no personnel known to the trustees or to the staff at Grants Management Associates.

## 8. Application Procedures

- **The Concept Paper** – Organizations are asked to begin the application process by submitting a concept paper in accordance with the foundation's concept paper application format. The concept paper application form is available on the Lalor Foundation website or through the Foundation office at the address and phone number listed at the end of this document. Concept papers may be submitted electronically or by mail.
- **Full Proposals** – Applicants whose concept papers have been approved by the trustees will be invited to submit full proposal narratives not exceeding twelve pages in length. The narrative must include a full discussion of the proposed project, the project budget and the intended benefit. In addition to the proposal, applicants may include general background materials such as an informational annual report and brochures. Required attachments are:
  - The organization's letter from the IRS stating that it is tax-exempt under Section 501(c)(3) and not a private foundation under Section 509(a). Foreign applicants should contact Grants Management Associates (see Section 10) for further instructions.
  - An up-to-date audited financial statement and a complete copy of a recent Form 990 federal tax return.
  - Current organizational and project budget and, if available, budgets for the coming year.
  - Leadership information about the applicant's board and staff.

Complete applications may be submitted electronically or by mail. The trustees cannot give grant consideration to organizations whose proposals are incomplete.

## 9. Deadlines

The trustees meet twice a year, in June and December. Proposals are not normally considered out of cycle. The respective deadlines for the receipt of concept papers are May 15 and November 1, or in the case of holidays or weekends, on the next business day. Applicants will be informed of the foundation's decision regarding the concept paper by July 15 and January 15 respectively. Applicants who are invited to submit a full proposal will have 60 days from the date of notification to submit their proposal and will be notified of the foundation's decision 30 days after receipt of the proposal.

## **10. Contact Information**

Concept papers and full proposals should be addressed to the Anna Lalor Burdick Program at [LalorFoundation@grantsmanagement.com](mailto:LalorFoundation@grantsmanagement.com) or to

The Anna Lalor Burdick Program  
c/o Grants Management Associates  
77 Summer Street, 8<sup>th</sup> Floor  
Boston, MA 02110-1006

For further information, organizations are welcome to call, write or e-mail Susan Haff at GMA at (617) 426-7080 ext. 323 or [shaff@grantsmanagement.com](mailto:shaff@grantsmanagement.com) . Current information about the Lalor Foundation and the Anna Lalor Burdick Program, such as recent grants and any changes in the guidelines, is available at [www.lalorfound.org](http://www.lalorfound.org).