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# THE JOHN RANDOLPH HAYNES AND DORA HAYNES FOUNDATION

*Governance & Democracy  
Grantmaking Initiative*

**An Invitation for  
Proposals and Partnership**

**Application Guidelines, Instructions, and Process**



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# Initiative Overview

The Haynes Foundation is launching a new research grantmaking initiative to strengthen democracy and advance good governance in the Los Angeles region. It is focused on enhancing the quality, form, and results of democratic political participation and the performance of government institutions.

This new initiative is firmly rooted in the Haynes Foundation's rich history, enduring mission, and near-century of work bridging quality academic research and action to identify and advance solutions to complex regional challenges.

This specific focus on governance and democracy emerged from conversations around our own board table and beyond, in gatherings and interviews with nearly forty diverse experts and leaders across multiple sectors and subject areas. What emerged from these future-focused conversations was a shared recognition that our public systems have not kept pace with our rapid, ever-changing environment.

The Foundation will support solution-focused research that provides data to shape innovative, evidence-based problem solving.

The Foundation will fund two grantmaking approaches:

1. **Planning grants:** Up to \$100K for up to one year.
2. **Research-to-Action grants:** Up to \$250K per year for 1 to 2 years, with the possibility of renewal for a 3rd year. Larger funding amounts will be considered depending on the nature of the project.

The foundation will accept grant applications for either planning or research-to-action grants, but not both at the same time. However, those who complete planning grants may thereupon apply for research-to-action grants.

For either planning or research-to-action grants, an initial Letter of Interest (LOI) is required. The foundation will select from among the LOIs those applications that will be solicited for the planning or research-to-action grants.

## *To what end?*

**We aim to support research projects that both identify data-supported solutions to a regional challenge and drive implementation of these solutions to make a measurable impact on improving the well-being of people throughout the Los Angeles region.**

**In every policy area, whether housing and homelessness, transportation, climate change, economic inequality, and many others, we need better governance and a deeper democracy to reach solutions.**

Proposals are expected to be timely, marked by scholarly excellence in design, execution, and evaluation, with meaningful engagement and indication of interest in the research topic by affected policymakers and stakeholders. Priority will be given to proposals that actively involve researchers and policymakers from governmental institutions together with affected stakeholders.

The foundation accepts and reviews Letters of Interest ( LOI) as the gateway for both planning and research-to-action grant applications. The foundation considers requests that prioritize implementation, action, and positive change and which display either a plan to assemble these attributes or a research-to-action proposal with the following attributes:

- Are focused in the five county Los Angeles region to advance good governance or strengthen democracy in the region
- Present a straightforward research question and a quality research methodology best suited for the topic and goals of this research
- Describe how this research question was selected in collaboration with the stakeholders most affected by the problem
- Include outreach and/or collaboration with a researcher, stakeholder, and policymaker to improve the likelihood the data will be implemented to solve the challenge identified
- Present a clear plan for utilizing the data developed to drive solutions to regional challenges
- Define progress, success, and a timeline for addressing the challenge(s) identified
- Explain how Haynes Foundation funds, which are relatively limited, might be used to leverage the funding of others or to work in collaboration with others
- Include a plan and process for evaluating the impact of the research and implementation
- Are written in clear, plain, and accessible language

The Haynes Foundation considers grant applications from public and private universities and university centers whose work is aligned with our mission and priority areas. Grantees must be located within and primarily of service to residents of the Los Angeles region. Exceptions may be made for regional, statewide, or national public policy efforts that benefit a substantial portion of the local population.

# Letters of Interest (LOI): The Gateway to the Grants Process

## Preliminary Screening: Letter of Interest

For both the planning grant and the research-to-action grant, the letter of interest (LOI) is the first step in the application process. The LOI is a short expression of your planning or research-to-action project in letter form. This letter gives the foundation a thumbnail sketch of either your proposed planning process or research-to-action project, the partners involved, the research question and challenge you propose to address and solve, and a brief description of your project implementation plan.

This letter will help the foundation determine whether your project meets our essential Governance and Democracy Initiative research-to-action grant criteria and priorities before asking you to take the time to submit a formal grant proposal.

Applicants submitting an LOI will choose whether to be considered for a planning grant or a research-to-action grant. Planning grants are to support the development of research-to-action grants. However, a planning grant is not a guarantee of eventual acceptance of an application for a research-to-action grant.

All LOIs will proceed through this screening process to determine whether or not the initial request, partners, and plan align with the foundation's Governance and Democracy Initiative funding priorities. Those who are selected will be notified and invited to submit a full grant proposal for further consideration.

Please visit the foundation website at [www.haynesfoundation.org](http://www.haynesfoundation.org) to submit your LOI. All applications under this initiative may be submitted at any time, and will be reviewed on a rolling basis each quarter. Please address any inquiries to the foundation at [info@haynesfoundation.org](mailto:info@haynesfoundation.org)

The Haynes Foundation only accepts LOI submissions online via the foundation website at [www.haynesfoundation.org](http://www.haynesfoundation.org). Use this document as a guide for developing your letter on your university or organization letterhead. The maximum length of your LOI is two pages.

At the opening of your letter, please indicate for which grant you intend to apply.

- Planning grant (Up to \$100K per year for one year)
- Research-to-action (Up to \$250K per year for one to two years renewable for a third year.)

# Letters of Interest (continued)

## Planning Grant LOI Requirements

Then, include your initial thoughts about the following information:

1. What problem or question are you addressing?
2. How will this project advance good governance and/or strengthen democracy in the Los Angeles region?
3. Provide a brief, preliminary explanation of the challenge you seek to address and how this research could be implemented to address this challenge.
4. Briefly describe how the people most affected by this research will be involved in developing this project and how they will be involved throughout.
5. If your LOI is approved, what one-year planning grant amount will you be requesting?

Please limit your planning grant LOI to two pages.

Please do not add any materials that are not listed in the application link.

If your LOI is approved for further consideration, you will be contacted directly by a member of our foundation staff and asked to submit a full grant proposal.

# Planning Grant Proposal

## Planning Grant Proposal Requirements

If your LOI for a planning grant has been approved, please submit your planning grant proposal through the foundation website at [www.haynesfoundation.org](http://www.haynesfoundation.org). All applications under this initiative will be reviewed on a rolling basis. Funding decisions will be made on a quarterly calendar.

The planning grant proposal must be limited to 5 pages and should include responses to the following questions:

1. How will you use this planning time and grant to develop a research-to-action project focused on advancing good governance and/or strengthening democracy in the region?
2. Describe how you will develop and select a research question in collaboration with the stakeholders most affected by the problem.
3. Please tell us where you are in refining a straightforward research question and research methodology best suited for the topic and goals of this research.
4. Have you identified and assembled a team of partners—a researcher, stakeholder, and policy/changemaker—to improve the likelihood that the data you produce will be implemented to solve the challenge identified? If not, how will you pursue that? Active engagement with stakeholders is critical.
5. Will you pursue other funding sources for this work?
6. Can the foundation be of help to you during this planning process?

Additionally, please attach the following (not counted in the page limit):

- A budget and timeline for the one-year planning process.
- The names and qualifications of the key partners involved to date (limit one-paragraph resume for each partner).

# Research-to-Action Grant Proposals

## Research-to-Action Grant Proposal

If your LOI for a research-to-action grant has been approved, you will be invited to submit your grant proposal through the foundation website at [www.haynesfoundation.org](http://www.haynesfoundation.org). All applications under this initiative may be submitted at any time, and will be reviewed on a rolling basis on a quarterly calendar.

**Each proposal must be limited to ten pages** and should include responses to the following questions:

1. How will this research-to-action project, focused on Los Angeles County, advance good governance and or strengthen democracy in the Los Angeles region?
2. How will the results of this research contribute to positive change in the LA region?
3. Present your straightforward research question and research methodology. Explain how this methodology is best suited for the topic and goals of this research.
4. Describe how this research question was developed and selected in collaboration with the stakeholders most affected by the problem.
5. How did you identify and assemble your team of partners—a researcher, stakeholder, and policy/changemaker—to improve the likelihood the data you produce will be implemented to solve the challenge identified?
6. Present a clear plan and timeline for utilizing the data developed to implement solutions.
7. How will you define and measure progress, success, and impact to address the challenge identified?
8. Explain how Haynes Foundation funds, which are relatively limited, might be used to leverage the funding of others or to work in collaboration with others.
9. What grant amount are you requesting? What is the term (in months or years) for which you are requesting a grant?



Also, please attach the following (not included in page count):

- A detailed one-page budget and timeline for the project
- The names and qualifications of the key partners involved (Limit one-page resume for each of the three partners)

# Reporting Requirements

## Completed Grant Reporting Requirements

We want to take a moment to explain the reporting expectations of your Haynes Foundation grant. The foundation greatly appreciates your team's diligent efforts and commitment to your project, and we look forward to learning about your accomplishments, challenges faced, and lessons learned. Your work is important to us and to the community-wide effort to advance good governance and strengthen democracy in the Los Angeles region. We intend to share the results and insights you provide with community partners, and to encourage further conversation and implementation based on them.

Upon completing your grant project, the foundation requires that you provide us with a concise report (maximum three pages). This report should succinctly summarize the work and desired outcomes you and the members of your team have undertaken and emphasize how closely the completed work aligns with the original proposal you submitted. Your insights into the project's progress, challenges faced along the way, and tangible outcomes are invaluable to us. This will help advance the community learning process that the foundation considers critical to making a positive impact.

Furthermore, as an integral part of our ongoing partnership, we are eager to stay informed about any implementation, progress, problem-solving, or professional or public recognition that your work, supported by the Haynes Foundation, receives. Your achievements and the results of your work reflect not only your team's dedication but also the collective impact of our collaboration. For multi-year grants, the foundation requires a brief progress report at the end of each year.

By adhering to these reporting guidelines, you enable us to better understand the outcomes of our shared endeavors, learn from your experience to improve our grantmaking, disseminate, and celebrate your accomplishments.

If you have any questions regarding the reporting process or need assistance, please don't hesitate to reach out to our team. We are here to support you in anyway we can. Please submit your final grant report through the foundation's website at [www.haynesfoundation.org](http://www.haynesfoundation.org)

Final reports are due 60 days after grant completion.

# Contact Information

**To apply, visit our website at  
[www.haynesfoundation.org](http://www.haynesfoundation.org)**

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