



## **GRANT GUIDELINES**

### **THE TIMOTHY S Y LAM FOUNDATION'S MISSION:**

The mission of the Timothy S Y Lam Foundation is to support research, education, and training within the hospitality industry by bestowing scholarships and grants to those seeking careers or advancement in the hospitality industry; funding education programs that promote the hospitality industry; and awarding research grants to those interested in blending academia with practical industry know-how.

### **GRANTMAKING FOCUS:**

The Foundation supports programs that are practical and directly benefit the hospitality industry. Of particular interest are efforts that apply rigorous academic research to solve practical hospitality issues. All grants are measured on the direct results of measurable improved efficiency and efficacy for the hospitality industry. The Foundation emphasizes activities in the following areas and organizations that work in the following areas:

- **Research programs that improve employment possibilities and career advancement for those entering or incumbents in the hospitality industry**
- **Research programs that enhance efficiency in the hospitality industry**

**Grants range from \$500 to \$10,000. Applicants may apply for a one-year project grant.**

### **ELIGIBILITY & TYPES OF SUPPORT**

The Foundation makes grants to accredited institutions, industry associations or charitable organizations that have been recognized by the IRS as being described in Section 501(c)(3) and 509(a)(1) or 509(a)(2) of the Internal Revenue Code. The Foundation tends to make grants to the following types of organizations and projects:

- **General operating or capacity building for individuals or organizations with an annual operating budget less than \$1,000,000**
- **Programs or research with measurable benefits for the hospitality industry for which funding may be difficult to obtain, i.e. smaller organizations with limited resources for fundraising, new projects, or grassroots programs.**

The Foundation makes limited contributions to disaster relief efforts, endowments, and capital campaigns. Although the foundation does not make grants to pay for or support lobbying, it does make grants to organizations that engage in lobbying and advocacy.



## **APPLICATION PROCEDURE**

1. Fill out application on TSYLF.ORG
2. Once the Grant Application is received the submitter will be notified whether the goal of the research project meets the standards or fits the guidelines of the Timothy S Y Lam Foundation Mission Statement.
3. The Grant Application will be reviewed in detail on what the impact of the likely results of the activities will have on the hospitality industry & the professionals it supports. A decision will be made to approve or deny the grant. The Foundation will either approve the entire grant amount, a portion of the grant, or deny it.

## **Letter of Recommendation/Support**

Please have a hospitality industry partner or colleague provide a letter of recommendation or support on their letterhead about how you/your team have already contributed to your community & the hospitality industry & why this project would be beneficial to the cordiality, growth & development of hospitality service & education.

Letters can be sent directly to Mrs. Charity Joy Mills at

[cmills@timothsylum.org](mailto:cmills@timothsylum.org)

or

PO Box 98141 Las Vegas, NV 89193

## **Reviewing the Grant Applications**

To be considered, the application must be complete, including all attachments & signatures.

Completed applications will be discussed & reviewed by the TSYLF board. Applicants will be notified of the board's decision to approve or deny a grant within 6 weeks of the application submission unless additional information or interviews are required.

The Foundation may request additional information in writing from applicants. We might also consult with people knowledgeable about the proposed activities and we welcome your suggestions as to who might be qualified to assist us in our review of your application.

Finally, as part of our review, we may request to meet with applicants.



## **Approval of Grant Funds**

If a grant is awarded, you will be asked to sign a Grant Agreement that lays out reporting and other requirements along with Terms & Conditions of sponsorship recognition & cross promotion.

You will also be asked to provide an overview of your results that can be used for data on measurable progress of TSYLF funds and how the money has supported the betterment of the hospitality industry.

### **CONTACT INFORMATION**

For questions about the application process or about the  
Timothy S Y Lam Foundation

Please Contact Foundation Associate Charity Joy Mills

702-900-7584

[cmills@timothysylam.org](mailto:cmills@timothysylam.org)