

James H. Cummings Foundation was established to support the philanthropic vision of its namesake. Throughout its 52-year history, the Foundation has aided countless organizations engaged in advancing charitable interests according to the guidelines and policies espoused by Mr. Cummings. Not-for-profit groups in these specific areas may submit a grant application. All such applications will be duly considered by our board of directors, who are dedicated to the fulfillment of the Foundation's mission. We welcome you to contact us with any further questions.

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JAMES H. CUMMINGS  
FOUNDATION, INC.



James H. Cummings

Admired for his unassuming manner, friendly air, and a quiet generosity, Cummings was dedicated to giving back to the communities he called "home."

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## history

James H. Cummings Foundation, Inc. is a charitable, not-for-profit corporation organized in New York State in July 1962 for the purpose of complying with certain directions in the will of its founder and namesake.

James H. Cummings was a resident of Buffalo, New York where he owned and operated a pharmaceutical business, American Ferment Company. Routinely spending 14-hour days working at his desk or in the laboratory, Cummings built the company's success around a group of proprietary medicines which carried the trade name, "Caroid."

With offices and plants in both Buffalo and Toronto, Canada, Mr. Cummings grew strong ties to both cities, but he was just as much at home raising cattle on a farm he owned near Hendersonville, North Carolina.

Admired for his unassuming manner, friendly air, and a quiet generosity, he is remembered as a down-to-earth man whose keen interest in medicine inspired those who knew him to call him "Dr. Cummings."

After selling the pharmaceutical business in 1938, Cummings made it a priority to give back to the communities with which he had grown connected, funding hospital and church construction projects, among other philanthropic undertakings.

After his death in 1959, James H. Cummings Foundation was established to carry out the wishes outlined in Mr. Cummings will, continuing the support for charitable interests he had served during his life.

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## guidlines and policies

**geographic areas:** The Foundation is limited geographically to the following three metropolitan areas:

- Buffalo, New York (Erie County)
- Hendersonville, North Carolina
- Toronto, Ontario, Canada (limited to medical research only)

Grant requests for Hendersonville County will be reviewed for September and February cycles.

Grant requests from Buffalo, NY will be reviewed for all cycles.

Grant requests for the City of Toronto will be reviewed for December and May cycles.

**impact areas:** The Foundation's interests are directed toward not-for-profit organizations actively engaged in the following strategic goals:

- To advance post-secondary medical education, medical research and education (Buffalo, Toronto and Hendersonville).
- To provide services for vulnerable children (limited to Buffalo and Hendersonville).
- To assist aged and infirm persons (limited to Buffalo and Hendersonville).

**policies:** In addition to specific interests and limitations set forth in Mr. Cummings' will, the Foundation's Board of Directors has adopted the following additional policies:

- Applying organizations must be tax exempt.
- Priority is given to capital projects.
- Grants are not made to individuals, including scholarship aid or fellowships.
- Grants are not made toward salaries, ordinary operating expenses, program costs, deficit financing, contingency reserves or endowments.
- Grants are not made to national organizations.
- A grant request from any one organization to which payments from a previous grant are outstanding, will not be accepted until the previous grant is paid in full.

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Buffalo, New York

It's fitting that the charitable organization, James H. Cummings Foundation, calls Buffalo "home," just as Cummings himself did for years as a resident of Depew Avenue in the heart of the city.

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### Hendersonville, North Carolina

James Cummings spent long hours in his office and laboratory, but was also very much at home raising cattle on the farm he owned near Hendersonville. His personal ties to that community are carried forth in the work of the Foundation.

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Toronto, Ontario

Home to one of the American Ferment Company's manufacturing facilities, Cummings developed a connection with Toronto which is reflected in the mission of James H. Cummings Foundation.

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## grant application

### overview:

- All applications must be submitted through our online process.
- [For tips, consult our Online Application Guide.](#)
- The Directors of the Foundation meet quarterly.
- Grant requests for Buffalo, NY will be reviewed for all cycles.
- Grant requests for Hendersonville County will be reviewed for September and February cycles. (Scroll for dates)
- Grant requests for the City of Toronto will be reviewed for December and May cycles. (Scroll for dates)

### 2017-2018 key dates & deadlines:

LOI open July 10, 2017	LOI open January 2, 2018
LOI due July 24, 2017	LOI due January 15, 2018
Application due August 9, 2017	Application due January 31, 2018
Board meeting September 13, 2017	Board meeting February 28, 2018
LOI open Oct. 2, 2017	LOI open March 12, 2018
LOI due Oct. 16, 2017	LOI due March 26, 2018
Application due November 6, 2017	Application due April 16, 2018
Board meeting December 13, 2017	Board meeting May 16, 2018

### follow up / grant approval:

- Organization must submit proof of paid expenditures to receive payment of grant.
- The Foundation asks the organization to which a grant has been made to submit progress reports that document the expenditures related to the grant, and evaluate the outcomes. Grantee accountability, in this respect, will influence future grant request consideration by the Foundation.

**APPLY ONLINE**

[For more information, consult our Online Application Guide.](#)

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## Online Application Guide

### overview:

- New users must first register by clicking “Create New Account” on the “Log In” page.
- Returning users, log on to the system using your email address (your email address is your user account ID) and password.
- Each user in an organization must have a unique username and password.
- There is a system prompt to assist you if you need a password reminder.
- If you need to update your user information after you have created an account, click on your name at the top right corner of the screen and select “Edit Profile” from the drop-down menu.
- To update any other organization information, contact Erin McKendry at:  
emckendry@jameshcummings.com.
- The Dashboard is your homepage where you can check the status of your grants.
- The system saves every few minutes.
- Remember to click “Submit Form” when you are finished completing any forms.
- Once your form has been submitted, it is no longer available for editing.
- You can print a hard copy for your records by clicking print packet at the top of the application.

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## Online Application Guide

### uploading files:

- In general, the acceptable file types for uploading files are: Microsoft Word; Excel and Adobe PDF (PDF) files.
- Only one file can be uploaded per question. Multiple documents must be combined into one file and then uploaded.
- If your PDF upload file exceeds the maximum file size, consider using the Adobe Acrobat option to “Reduce File Size.”
- If the document(s) that need to be attached to your form are not electronic, our online system gives you the option to “Fax to File.” The easy-to-use tool will convert documents from hard copy to digital format as a PDF file.

1. Click “Fax to File” in the menu at the left side of the screen and read the instructions.
2. Select “Request a Fax number”; a toll-free number will appear on the page.
3. Load a document, or multiple documents that need to be consolidated into one file, into your fax machine.
4. Dial the toll-free number.  
Send a separate fax for each individual file you wish to create.
5. Select “Finished Faxing” when you are done and to see your list of files.

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board of directors

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*Member of Western New York  
Grantmakers Association*

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