



## **HOSPITALITY ASSOCIATION 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.

### **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), 501(c)(6) 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.
- Programs for educational courses or materials that enhance the hospitality industry or bring community awareness to hospitality services & professionals.
- Programs that provide occupational & emergency support for hospitality professionals of a specific organization.
- To associations within good standing of the TSYLF association grant guidelines & partnership.

The Foundation offers association grants to hospitality associations each year to organizations seeking to expand their educational programming, certifications, and research needs. The Foundation endeavors to identify and reward the best and brightest of the hospitality industry's next generation of leaders. Grants will be adjudicated by the Board of Trustees. Grants are adjudicated by the Board of Trustees for up to \$10,000 for first-time applicants. Applicants in good standing who have fulfilled all of the agreed-upon terms & conditions can apply for a



larger amount in future grant requests, at the Board of Trustee's discretion. Annual funding is limited, and all grant requests are evaluated on the basis of merit and community benefit, against others received.

#### **APPLICATION PROCEDURE**

1. Complete full application on the foundation website [tsylf.org](http://tsylf.org)
2. A representative from the petitioning association will meet with a representative of TSYLF either in person or virtually to present the grant application
4. Grant Application will be reviewed in detail and 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.
5. Have a letter of recommendation/support sent to the foundation representative.

#### **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

#### **Grant Applications**

To be considered, the application must be complete, including all attachments where applicable.



The Foundation may request additional information in writing from applicants. We might also consult with persons 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.

Completed applications will be reviewed by the TSYLF board & applicants will be notified of the board's decision to approve or deny a grant within 6 weeks of receipt of completed application & other supporting documents. If a grant is awarded, you will be asked to sign a Grant Agreement that lays out reporting, cross promotion, sponsorship recognition and other requirements.