



Ford Foundation records, Office of the Secretary, Grants Processing Unit Files

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English

Describing Archives: A Content Standard

Rockefeller Archive Center

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Sleepy Hollow 10591

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URL: <http://www.rockarch.org>

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Summary Information

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| Repository: | Rockefeller Archive Center |
| Creator: | Ford Foundation |
| Title: | Ford Foundation records, Office of the Secretary, Grants Processing Unit Files |
| ID: | FA1522 |
| Date [inclusive]: | 1961-1989 |
| Physical Description: | 12.4 Cubic Feet 33 boxes (32 letter document containers and 1 half-letter document container) |
| Language of the Material: | English . |

Preferred Citation

Information regarding the Rockefeller Archive Center's preferred elements and forms of citation can be found at <https://rockarch.org/collections/access-and-request-materials/#citations>

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Biographical / Historical

The Ford Foundation was chartered by Henry and Edsel Ford in 1936 "to receive and administer funds for scientific, educational and charitable purposes, all for the public welfare", and initially served the Ford family's charitable interests in the Detroit area. Following the deaths of Edsel Ford (1943) and Henry Ford (1947), the Foundation was propelled to the forefront of philanthropy as the largest American foundation in terms of both endowment and yearly expenditures, and with an international scope to its major program areas. During the Foundation's first twenty years its major programs were in international economic development, primary and higher education, educational and public broadcasting, behavioral sciences, civil liberties, urban development, fine arts and the humanities. The Ford Foundation also partnered with the Rockefeller Foundation in supporting agricultural development in South America, Africa, and Southeast Asia. Since the 1970s, the Foundation has also pioneered programs in women's rights, energy policy, micro-financing in under-developed countries, establishing human rights groups, and improving international HIV/AIDS education.

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Scope and Contents

The Office of the Secretary was established in 1950 and the Office of the General Counsel was established in 1971. The two offices merged in the early 1980s. The Grants Processing Unit within the Office of the Secretary was responsible for maintaining official copies of Recommended Grant Actions forms and Delegated Authority Projects, memoranda, and official files relating to the tax status and classification of grantee organizations.

The collection reflects the activities of the Office of the Secretary. The collection contains grant forms used by the Ford Foundation, grant notification letters, grant application materials, meeting materials, correspondence, and memos.

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Arrangement

The collection is arranged into four series:

Series 1: General Grant Files

Series 2: Grants Out of Appropriations

Series 3: Officer Grants

Series 4: Overseas Development Grants

The collection is arranged chronologically. The physical arrangement of the collection does not match its intellectual arrangement because the collection is comprised of several accessions that did not come to the RAC in a consistent, chronological order.

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Administrative Information

Publication Statement

Rockefeller Archive Center

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URL: <http://www.rockarch.org>

Processing Information

Standard processing by Katie Martin, May 2019; Material in boxes 21-33 (accession 2019:069) were added by Katie Martin in November 2019. Grant files from the Grants Processing Unit will be added to the collection as necessary.

Conditions Governing Access

Open for research with select materials restricted as noted. Brittle or damaged items are available at the discretion of RAC.

Conditions Governing Use

Reproduction/duplication of archival items is routinely provided in accordance with "fair use". If the RAC does not hold copyright for an archival collection, or items within a collection, it is the users responsibility to contact the copyright holder, or make a fair effort to do so, prior to publication.

Immediate Source of Acquisition

This material was transferred to RAC in 2019 by the Ford Foundation and ingested by RAC as Accessions 2019:029, 2019:049, and 2019:069.

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Controlled Access Headings

- Ford Foundation
- Grants

Collection Inventory

General Grant Files, 1987

| Title/Description | Instances | |
|--|-----------|--------------|
| Program Action Forms, Grant Notification Letters, and Delegated Authority Grant (DAG) Memos - Com-Z, 1987 Arrangement Folders are arranged alphabetically | box 1 | folder 1-4 |
| | box 2 | folder 4-6 |
| | box 3 | folder 7-10 |
| | box 4 | folder 11-14 |
| | box 5 | folder 15-18 |
| | box 6 | folder 19-23 |
| | box 7 | folder 24-26 |
| | box 8 | folder 27-31 |
| | box 9 | folder 32 |

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Grants Out of Appropriations, 1963-1989

| Title/Description | Instances | |
|---|-----------|--------------|
| Program Actions Out of Appropriation - Fiscal Year 1964, 1963 October 1-1964 June 31 | box 21 | folder 79-81 |
| Grants and Projects Out of Appropriation - Fiscal Year 1964, 1964 July 1-September 30 | box 29 | folder 108 |
| Program Actions Out of Appropriation - Fiscal Year 1965, 1964 October 1-1965 September 30 | box 21 | folder 82 |
| | box 22 | folder 83-84 |
| Grants and Projects Out of Appropriation - Fiscal Year 1975 (Books 1-3), 1974 October-November | box 22 | folder 85-86 |
| | box 23 | folder 87-89 |
| Grants and Projects Out of Appropriation - Fiscal Year 1975 (Book 4), 1974 December 6-19 | box 23 | folder 90 |
| | box 24 | folder 91 |
| Grants and Projects Out of Appropriation - Fiscal Year 1975 (Book 5), 1975 January 2-30 | box 24 | folder 92 |
| Grants and Projects Out of Appropriation - Fiscal Year 1975 (Book 6), 1975 February 6-27 | box 24 | folder 93 |
| | box 25 | folder 94 |
| Grants and Projects Out of Appropriation - Fiscal Year 1975 (Book 7), 1975 March 6-20 | box 25 | folder 95 |

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| Grants and Projects Out of Appropriation - Fiscal Year 1975 (Book 8), 1975 April 3-24 | box 25 | folder 96 |
| Grants Out of Appropriation - A-Z, 1976 | box 26 | folder 97-99 |
| | box 27 | folder 100-102 |
| | box 28 | folder 103-105 |
| Delegated Authority Projects, 1976 | box 29 | folder 106 |
| Grants Out of Appropriations, 1986 March-December | box 10 | folder 33-35 |
| Scope and Contents | box 11 | folder 36-40 |
| Includes official copies of Recommendation for Grant Action forms (RGAs) | box 12 | folder 41-44 |
| | box 13 | folder 45-49 |
| Folder title refers to the date the RGAs were discussed at Ford Foundation officers' meetings. Meeting agendas can be found at the front of each folder with a listing of the RGAs relevant to each particular meeting. | | |
| Arrangement | | |
| Materials are arranged chronologically by date grants were discussed at Ford Foundation officers' meetings. | | |
| Grants Out of Appropriations, 1987 January-September | box 14 | folder 50-54 |
| Arrangement | box 15 | folder 55-58 |
| Materials are arranged chronologically by date grants were discussed at Ford Foundation officers' meetings. | box 16 | folder 59-61 |
| | box 17 | folder 62-65 |
| Scope and Contents | box 18 | folder 66 |
| Includes official copies of Recommendation for Grant Action forms (RGAs) | | |
| The folder title refers to the date the RGAs were discussed at Ford Foundation officers' meetings. Meeting agendas can be found at the front of each folder with a listing of the RGAs relevant to each particular meeting. | | |
| Grants Out of Appropriations, 1988 October-December | box 18 | folder 67-70 |
| Scope and Contents | box 19 | folder 71-72 |
| Includes official copies of Recommendation for Grant Action forms (RGAs) | | |
| The folder title refers to the date the RGAs were discussed at Ford Foundation officers' meetings. Meeting agendas | | |

can be found at the front of each folder with a listing of the RGAs relevant to each particular meeting.

Arrangement

Materials are arranged chronologically by date grants were discussed at Ford Foundation officers' meetings.

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| Grants Out of Appropriations, 1989 January-March | box 19 | folder 73-74 |
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Arrangement

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| | box 20 | folder 75-78 |
|--|--------|--------------|

Materials are arranged chronologically by date grants were discussed at Ford Foundation officers' meetings.

Scope and Contents

Includes official copies of Recommendation for Grant Action forms (RGAs)

The folder title refers to the date the RGAs were discussed at Ford Foundation officers' meetings. Meeting agendas can be found at the front of each folder with a listing of the RGAs relevant to each particular meeting.

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Officer Grants, 1961-1965

| Title/Description | Instances | |
|--|-----------|------------|
| Officers' Meetings - Fiscal Year 1961 and 1962, 1961-1962 | box 29 | folder 107 |
| Officer Grants, 1963 October 1-1964 March 31 | box 29 | folder 109 |
| Officer Grants, 1964 April 1-September 30 | box 29 | folder 110 |
| Officer Grants, 1964 October 1-1965 March 31 | box 29 | folder 111 |
| Officer Grants - Fiscal Year 1965, 1965 April 1-September 30 | box 29 | folder 112 |

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Overseas Development Grants, 1963-1965

| Title/Description | Instances | |
|---|-----------|----------------|
| Overseas Development Grant Records, 1963 April-December | box 30 | folder 113-117 |

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| Overseas Development Grant Records, 1964 January-September |
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|--|--------|-------------------|
| | box 31 | folder 118-120 |
| | box 32 | folder 121-122 |
| Overseas Development Grant Records, 1964 December-1965 March | box 33 | folder 125 |
| Overseas Development Grant Records, 1965 April-September | box 32 | folder 123-124 |
| Financial Regulations - Ford Foundation Public Administration Project - Riyadh, Saudi Arabia, undated | box 33 | folder 126 |

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