



# 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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## Table of Contents

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Summary Information .....	3
Biographical / Historical .....	3
Scope and Contents .....	4
Arrangement .....	4
Administrative Information .....	5
Controlled Access Headings .....	5
Collection Inventory .....	6
General Grant Files .....	6
Grants Out of Appropriations .....	6
Officer Grants .....	8
Overseas Development Grants .....	8

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## Summary Information

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

[^ Return to Table of Contents](#)

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## Biographical / Historical

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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.

[^ Return to Table of Contents](#)

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## Scope and Contents

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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.

[^ Return to Table of Contents](#)

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## Arrangement

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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.

[^ Return to Table of Contents](#)

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## Administrative Information

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### Publication Statement

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Sleepy Hollow 10591

[archive@rockarch.org](mailto:archive@rockarch.org)

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### 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.

[^ Return to Table of Contents](#)

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## Controlled Access Headings

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- 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  <b>Arrangement</b>  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

[^ Return to Table of Contents](#)

### 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

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
<b>Scope and Contents</b>	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.		
<b>Arrangement</b>		
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
<b>Arrangement</b>	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
<b>Scope and Contents</b>	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
<b>Scope and Contents</b>	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.

Grants Out of Appropriations, 1989 January-March	box 19	folder 73-74
<b>Arrangement</b>	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.

[^ Return to Table of Contents](#)

## 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

[^ Return to Table of Contents](#)

## Overseas Development Grants, 1963-1965

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

Overseas Development Grant Records, 1964 January-September



	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

[^ Return to Table of Contents](#)