

GREEN



Foellinger Foundation Grant Application

**Operating Support
for Early Childhood,
Youth and Family
Development**



3 STEPS

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3.

That's it



Grantee Application Checklist

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The Foellinger Foundation, Inc. is a private charitable foundation that awards grants for the benefit of people in Fort Wayne and Allen County, Indiana. The Foundation was created in 1958 by Helene R. Foellinger, The News-Sentinel's publisher from 1936 to 1980, and Esther A. Foellinger, her mother. Its funding comes from three sources:

- Lifetime gifts from Helene Foellinger.
- Proceeds from the estates of Esther and Helene Foellinger.
- Contributions from The News Publishing Company until The News-Sentinel was sold in 1980.

The Foellinger Foundation awards 85% of its grant dollars to nonprofit organizations that serve children and their families particularly those with the greatest need and least opportunity. The Foundation does this by **identifying and funding well-managed, mission-driven, results-oriented organizations** that promote self-reliance and build community.

Duration of grants. Generally, multi-year grants may be awarded for activities and organizations that build on the strengths of children and their families.

Timing of payments. Grant payments generally are scheduled to coincide with the recipient's fiscal year. The actual schedule depends on whether an organization submitted an application before the beginning of its fiscal year. If you'd like clarification of our policy before submitting a grant, please talk with the Foundation staff regarding the timing of grant payments.

The Foundation most often awards grants to nonprofit organizations that are exempt from paying federal taxes under Section 501(c)(3) of the Internal Revenue Code and that are not private foundations.

Occasionally, the Foundation awards grants to governmental agencies for programs or projects that enhance the community's quality of life, so long as those enhancements would occur only with private contributions. The Foundation will, for example, accept grant applications from public school districts for early childhood development, youth development or family development enhancement projects, but not for general operations of a district or a school.

The Foundation's board of directors considers nonprofit organizations "governmental" if 60% or more of their support and revenue comes directly or indirectly from government sources or if 60% of their distributions benefit a governmental agency. Such organizations still are eligible for Foundation grants, but their grant proposals must be for enhancements that would occur only with private contributions.



The Foundation rarely awards grants:

- To individuals, including scholarships, travel assistance or conference fees.
- For endowments.
- To support religious organizations for sectarian purposes.
- To fund project, program, operating or capital campaign deficits.
- For programs or projects that taxpayers normally support, including the general operations of individual public schools or school districts.
- For sponsorships, camperships, special events, advertising or group trips.
- For annual campaigns or appeals.

This **checklist** has been included for you to use in preparing your grant application and to use as the cover document when you submit your grant application to the Foellinger Foundation.

Type of organization (*Check only one box*):

- 501(c)(3) public charity with funding primarily from private sources. (Private foundations may not apply). If you checked this box, please attach a copy of your organization's current letter from the Internal Revenue Service advising that your organization is tax-exempt under section 501(c)(3) of the Internal Revenue Code and that your organization is not a private foundation. This letter must include information about the organization's status under Internal Revenue Code sections 170(b)(1)(A), 501(c) and 509(a). The name of the organization in this letter must be the same as the current legal name of the organization seeking the grant.
- 501(c)(3) public charity with more than 60% of its funding from or for government agencies.
- Governmental entity.

Grant Narrative (*Please answer all of the questions on pages X-X. In your narrative, please number your answers to correspond to the questions.*) In addition to the grant narrative, please include the following attachments:

- The one-page Executive Summary form that summarizes the essential elements of the grant narrative and aligns with the logic model and measurement framework.
- A copy of your organization's most recent strategic plan.



- Names and terms of your organization's board members or trustees (please list all officers).
- A one-page logic model. There must be at least one outcome from the "Guide to Capacity Outcomes" AND one outcome from the "Guide to Program Outcomes."
- A one-page measurement framework. This must include one outcome from your logic model taken from the "Guide to Capacity Outcomes" AND one outcome from your logic model taken from the "Guide to Program Outcomes."
- A complete copy of your organization's most recent federal tax return (IRS Form 990). (1)
- A complete copy of your organization's most recent audited financial statements and notes to the financial statements. (1)
- A copy of the management letter issued during the most recent audit, if applicable.
- A copy of your organization's general operating budget for the current fiscal year. (2)
- A copy of your organization's proposed general operating budget for all future fiscal years for which you've requested funding under this grant application. (3)

Footnotes:

- 1) *If you do not have an IRS Form 990 or current audited financial statements, please provide an explanation.*
- 2) *You may submit your budget(s) in the format used by your organization. We do request, however, that you provide a separate summary of your funding sources in the following format (for each fiscal year you've requested funding under this grant application):*



<u>Funding Sources (amounts in 000's)</u>	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>
Government Funding			
Foundation Grants			
Corporate/Individual Contributions			
Fundraising Events			
Fees for Services and Product Sales			
Income from Investments			
Other (specify)	_____	_____	_____
Total Budgeted Revenue	_____	_____	_____

3) See page X, "Timing of Grant Payments," for clarification regarding future budget years to be included in the submitted financial information.

One copy of your grant application and required attachments should be submitted by 5:00 p.m. on the deadline date* to:

Cheryl Taylor, President
 Foellinger Foundation, Inc.
 520 East Berry Street
 Fort Wayne, Indiana 46802

*See website for deadline dates (www.foellinger.org).



Grant Narrative Questions

Part I: Organizational Effectiveness

1. How does your organization's mission align with the Foellinger Foundation's focus on children and families, especially those with the greatest need and least economic opportunity?
2. Explain how the need(s) and/or issue(s) addressed by the organization are related to its mission. Please provide local data to substantiate the relevance of your mission.
3. List the programs, services, or activities provided by your organization and explain *briefly* how each supports the mission of your organization.
4. Describe the process by which the organization developed its most recent strategic plan.
5. Please explain using specific examples:
 - a. To what extent your board was involved in the development of the plan?
 - b. What information was used to identify and prioritize the goals or objectives in the plan?
 - c. How is the plan used by the board to set organizational priorities and make financial decisions on an ongoing basis?
6. What other kinds of information does your board use to inform its decision-making?
7. What key results or benefits does your organization produce in the community? Specific statements must be provided from the "Guide to Program Outcomes."
8. What measurable evidence has been collected to demonstrate the results or benefits produced by your organization?
9. How does your organization ensure accountability and/or self discipline from participants for achieving outcomes?
10. Is there any additional narrative information you would like to share with the Foundation about the effectiveness and/or work of your organization? Please do not attach examples, videos, compact discs, pictures, articles, letters of support, etc. (*Toot your horn ... just don't attach the horn!*)



Part II: Logic Model and Measurement Framework for Strategic Priorities

It is the Foellinger Foundation's goal to provide operating support for those organizations that have demonstrated organizational effectiveness and program impact. With the awarding of operating support comes an expectation of continued improvement by the grantee organization. To this end, you are asked to identify strategic priorities in the areas of organizational and program development that you will address over the next 12 months. The questions below are designed to guide you through the process of completing the logic model and measurement framework for strategic priorities. You are required to provide a completed logic model and measurement framework for strategic priorities that includes concise statements. Please also provide answers to the following questions in the grant narrative.

Organizational Development (Please use the "Guide to Capacity Outcomes.")

1. What is the area of greatest need for your organization to enhance its overall effectiveness?
2. What specific activities will you undertake over the next 12 months to address this area of need?
3. What projects, products, or processes will result from these activities?
4. What are the tangible benefits to your organization that will result from these activities?

Program Development (Please use the "Guide to Program Outcomes.")

1. What program or activity will you seek to enhance or improve over the next 12 months?
2. What will you do to enhance the program activity?
3. What will be different as a result of these activities (e.g., more participants served, enhanced curriculum, improved delivery of program, additional outcomes achieved)?
4. How will your overall program impact be enhanced by these changes?



Part III: Financial Narrative

1. Identify the name(s) and amount(s) of any government, foundation, corporation or other entity that has reduced or eliminated funding to your organization during the current year or has announced a future reduction or elimination. Identify efforts taken by your board to address the revenue loss.
2. Identify any other changes/events that have occurred during the current year, or that you are anticipating, that have or could have a material financial impact on your organization. Identify any action (or contingency) plans that have been prepared as a result.
3. Identify the source, amount and terms of new debt obligations (loans, lines of credit) secured during the past 12 months. Identify increases to any prior obligations.
4. If your organization does not fully fund (budget for) depreciation expense, explain how future capital replacements will be addressed.
5. If a management letter was issued during the organization's most recent audit, identify any actions taken as a result of the letter. (See required financial attachments)
6. Please provide a budget comparison (in thousands) for your most recent fiscal year:

For year ended: _____	<u>Actual</u>	<u>Budget</u>	<u>Difference</u>	<u>% Diff</u>
Total Revenue				
Total Expense (including depreciation)	_____	_____	_____	_____
Surplus (Deficit)	_____	_____	_____	_____

Note: % Difference = Difference divided by Budget

- a. If actual revenue or expense was above or below budget by more than 10%, please identify the key factors contributing to the variance.
- b. If an operating deficit was incurred, please identify the steps taken by the Board and the organization to address the deficit.



Section II: Strategic Priorities Measurement Framework

Logic Model Template: Operating Support for Early Childhood Development, Youth Development and Family Development Grants

Organizational Development	Activities	Outputs	Organizational Benefits
What is the area of greatest need for your organization to enhance its overall capacity?	What specific activities will you undertake to address this area of need?	What projects, products, or processes will result from these activities?	What are the tangible benefits to your organization that will result from these outputs? <i>(Selected from the Capacity Outcomes List)</i>
Program Development	Activities	Outputs	Program Impact
What program or activity will you seek to enhance or improve over the next 12 months? <i>(Selected from Section I of this Logic Model)</i>	What will you do to enhance the program activity?	What will be different as the result of these activities? <i>(e.g., more participants? enhanced curriculum? improved delivery of program?)</i>	How will your overall program impact be enhanced by these changes?



Resource Page

Visit our web site at www.foellinger.org for additional resources to help in preparing your grant application.

Frequently Asked Questions

Resources Recommended by Foellinger Foundation

Evaluation Packet including:

- Q&A

- Reaping the Rewards of the Logic Model

- Logic Model and Measurement Framework Templates

- Guide to Program Outcomes

- Guide to Capacity Outcomes

Sample Budget Format

Sample Grant Agreement

Publicity Policy