

Community Interests

The Foellinger Foundation awards approximately 15% of its grant dollars to nonprofit organizations that address other community issues, activities, and/or needs but do not directly serve children and families with the greatest need and least economic opportunity. The Foundation does this by identifying and funding mission-driven, well-managed, results-oriented organizations.

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.

Grant Guidelines

Community Interests grant applicants may request one-year funding. Capital support grants will not be accepted. Organizations may only submit one application for operating or program support per calendar year beginning January 1, 2010.

Organizations <u>may</u> request:	Organizations <u>may not</u> request:
<ul style="list-style-type: none"> • Operating or program support • One-year support • Support for existing programs 	<ul style="list-style-type: none"> • Capital support • Multi-year funding • Support for new programs

Due date for grant applications

Category	Q & A Session 11:00 am	Grant Applications Due by 5:00 pm
Community Interests	2 nd Wednesday of January	1 st Monday in February

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 would like clarification of our policy before submitting a grant, please talk with Foundation staff regarding the timing of grant payments.

The Foundation will rarely award grants:
<ul style="list-style-type: none"> ▪ 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.

You will need the evaluation materials included in the left pocket of this folder to prepare your grant application. These evaluation materials may also be found on the Foundation's website at www.foellinger.org. Additional resources to help in preparing your grant application are also on the Foundation's website. These include: *Shop Talk*; Recommended Resources; Sample Budget Format; Sample Grant Agreement; Publicity Policy; and templates for completing your grant application.

**One copy of your checklist with all required documents
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

**The grant application must be in the Foundation's office by the deadline date and time.
In fairness to all, the Foundation does not extend deadlines for any reason.**

➤ Step One – Grant Application Checklist

The Grant Application Checklist serves as the cover sheet for your grant application. Please attach the required documents on the checklist in the order listed below. For your convenience, grant application templates are available on the Foundation’s website at www.foellinger.org.

- Executive Summary:** The Executive Summary (Parts A and B) outlining the essential elements of the grant narrative. Please make sure it is in agreement with your narrative, logic model and strategic priorities or measurement framework.
- If you are applying for:
 - Operating Support:** Please submit a one-page logic model with strategic priorities completed as outlined in the grant application and evaluation packet.
 - Program Support:** Please submit a one-page logic model and measurement framework completed as outlined in the grant application and evaluation packet.
- Grant Narrative:** Templates are available for download on the Foundation’s website (www.foellinger.org). In no more than five pages, please answer all of the questions on pages 4. In your narrative, the question must precede each response from the application. Numbering the pages of your grant application narrative is appreciated.
- Strategic Plan:** A copy of your organization’s most recent strategic plan.
- Board List:** Names and terms of your organization’s board members or trustees (please list all officers).

Organization Type:

- 501(c)(3) public charity with funding primarily from private sources. *(Private foundations may not apply)*. If you checked this box, please submit 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 107(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.
- Governmental entity.

IRS Form 990 and Audit: If you have submitted your most recent IRS Form 990 and/or audit report to the Foundation to fulfill a reporting requirement of another Foundation grant, then you do not need to resubmit these documents.

Included w/App.	Fnd.has most recent
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| <input type="checkbox"/> | <input type="checkbox"/> | A complete copy of your organization's most recent IRS Form 990 federal tax return. |
| <input type="checkbox"/> | <input type="checkbox"/> | A complete copy of your organization’s most recent audit report, including management letter. If your organization does not have an audit or management letter, please provide an explanation as to why. |
- *General Operating Budget:** A copy of your organization's budget for the current fiscal year.
 - *Proposed General Operating Budget:** A copy of your organization’s proposed budget for all future fiscal years for which you have requested funding in this grant application.
 - *Program Budget:** For program requests, a line-item program budget reflecting current and anticipated expenditures and sources for the fiscal year you have requested funding in this grant application. *This is in addition to the general operating budget identified above.*

**You may submit your budget(s) in the format used by your organization.*

▶ Step Two – Grant Narrative

You **must** answer all of the questions that are shaded in gray. Then, you must answer the questions for the type of grant support you are seeking. Operating support questions are highlighted in green and program support questions are highlighted in orange. **Please note: the grant narrative may not be any longer than five pages.**

	= All Applicants	= Operating Support	= Program Support
MISSION-DRIVEN	<ul style="list-style-type: none"> Explain how the community need(s) and/or issue(s) addressed by the organization are related to its mission. 		
	<ul style="list-style-type: none"> Describe how the proposed program supports the mission of the organization. 		
WELL-MANAGED: Strategic	<ul style="list-style-type: none"> How does the organization use its strategic plan and evaluation plan to set organizational priorities, make financial decisions, and inform its general decision-making? Please provide specific examples based on the strategic plan. 		
WELL-MANAGED: Financial	<ul style="list-style-type: none"> Discuss the organization's revenue and expense trends and key factors impacting these trends. Include financial data from the last fiscal year, the current fiscal year (forecast), and the future year(s) (budgeted) covered by this grant. If you reported an operating deficit for the most recent year, please discuss the key factors contributing to the deficit. Please explain what actions the board of directors and management have taken to address the deficit. If the organization has increased the amount of funds borrowed (debt obligations) during the past year, please explain and identify the lending sources. What issue(s) and/or event(s) has the organization identified that could have a material impact on finances and/or operations? 		
RESULTS-ORIENTED	<ul style="list-style-type: none"> Please complete the logic model and strategic priorities framework for operating support. Please use the Guide to Capacity Outcomes to develop your strategic priorities. 		
	<ul style="list-style-type: none"> Please provide a brief narrative explanation of your logic model and strategic priorities. 		
	<ul style="list-style-type: none"> Please complete the logic model and measurement framework for program support. 		
	<ul style="list-style-type: none"> Please provide a brief narrative explanation of your logic model and measurement framework. 		
OPTIONAL	<p>If there is additional narrative information you would like the Foundation to know about the work of your organization, please share. <i>(Please do not attach audio/visual items, pictures, letters of support, etc.)</i></p>		

➤ **Step Three – Executive Summary (Parts A and B)**

Part A

Fill out the form below, including required signatures. You may duplicate this form on your computer or use the form provided in the grant application template available for download from the Foundation's website at www.foellinger.org.

Please do not use font type smaller than 11 point.

Applicant Organization's Legal Name <i>(this name must match the name on the determination letter)</i>		Fiscal Year <i>(mm/dd – mm/dd)</i>	
Mission of Organization			
Street Address	City	State	Zip
Staff Executive		Title	
Board Leader	Term of Office	Title	
Key Contact	Daytime Phone	Email Address	
Type of Support Requested: <input type="checkbox"/> Operating <input type="checkbox"/> Program		Total Amount Requested: \$	

The signatures below confirm that the determination letter from the Internal Revenue Service submitted with this grant application:

- Indicates that the applicant organization is tax exempt under section 501(c)(3) of the Internal Revenue Code and is not a private foundation.
- Includes information about the applicant organization's status under Internal Revenue Code sections 170(b)(1)(A), 501(c) and 509(a).
- Indicates that the applicant organization's name is the same as the current legal name of the organization.

Required Signatures:

 CEO, President or Executive Director

 Board Chair or Board President

Executive Summary *(continued)***Part B**

Write below a one-page succinct summary of your grant request. Make sure it is in agreement with your narrative, logic model and strategic priorities or measurement framework. The Foundation's Board of Directors receives a copy of your executive summary, logic model, and strategic priorities or measurement framework for review. Please do not use font type smaller than 11 point.