Early Childhood, Youth and Family Development

The Foellinger Foundation awards 90% of its grant dollars to Allen County-based nonprofit organizations that serve Allen County children and their families, particularly those with the greatest economic need and the least opportunity. The Foundation does this by identifying and funding mission-driven, well-governed, results-oriented organizations that promote self-reliance and build community.

The Foundation primarily awards grants to Allen County-based 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. In addition, only organizations in the following subcategories may be considered for grants:

509(a)1	509(a)3 Type I, Type II or
509(a)2	Type III (Functionally Integrated)

The Foundation will not accept grant applications to support the general operations of public (including charter) or private schools (Pre-K through Postsecondary).

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.

Early childhood, youth, and family development grant applicants may request multi-year funding. Capital support grants will not be accepted. Organizations may only submit one application for operating or program support per calendar year.

To be eligible, an organization must be:
• A 501(c)(3) nonprofit with a subcategory of 509(a)1, 509(a)2 or 509(a)3 Type I, II or III
• At least three years old (based on the IRS ruling date)
• Headquartered in Allen County (based on the address listed on the IRS determination letter)

Organizations may request:	Organizations may not request:
• Operating or program support • Multi-year support	• Capital support

The Foundation does not award grants:
• To new organizations and/or programs less than three years old
• 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 normally supported by taxpayers.
• For sponsorships, camperships (including camp-related programs or programming), special events, advertising or group trips.
• For annual campaigns or appeals.
• For Capital campaigns

Due date for grant applications

Category	Q & A Session 11:00 am	Grant Applications Due by 5:00 pm
Early Childhood Development	2nd Wednesday in July	1st Monday in August
Family Development	2nd Wednesday in July	1st Monday in August
Youth Development	2nd Wednesday in October	1st Monday in November

Grant applications must be submitted online.
Please attend the Q & A session listed above for more information.

Timing of payments

Grant payments 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. For clarification of our policy, please talk with Foundation staff.

Applications Links

Please use any browser to fill out the application. In addition to the application link, resources are available on our website to help you prepare your grant application:

Evaluation System Materials
Other Resources (scroll to bottom of How to Apply web page)

Application Overview

- **Introduction page** – please add mail@givingdata.com and noreply@givingdata.com to your safe sender's list.

- **Organization Information page** – submit organization's legal name, mission, tax ID, Secretary of State business number (https://bsd.sos.in.gov/PublicBusinessSearch), fiscal year end, business address, etc. Also, confirm and/or answer questions regarding organization's status.

- **Leadership Contact Information page** – submit organization executive director and board chair's names and contact information (board chair's beginning and ending term dates are required).

- **Application Summary page** – submit total request dollar amount (whole dollar), impact area and support type.

- **Executive Summary page** – submit a one-page summary that includes evidence of how the organization is mission-driven, well-governed and results-oriented (tip: font size of no less than 11 is recommended).

- **Grant Narrative page** –

  Mission-Driven:

  1. How does the organization's mission align with the Foundation's focus on children and families, especially those with the greatest economic need and least opportunity? Please specifically define how the organization identifies greatest economic need and least opportunity.

2. Please briefly describe the programs and services provided by the organization.

Results-Oriented: Program Impact: (answers in this section are based on the results of the completion of the [Evaluation Plan Template for Applicants](#) found on our website)

1. How does the organization incorporate feedback from participants to improve programs?

2. How does your organization determine what it means to "move people from dependence to independence?" How is this movement measured?

3. Share a success story about a client that has moved from dependence to independence and what made them successful.

Well-governed: Strategic:

1. How does the organization use its strategy to set priorities and make decisions?

2. What board-level capacity work has your organization engaged in during the last several years? What were the results?

3. What training is provided to board and staff to enhance their leadership and effectiveness?

Well-governed: Financial:

1. Outside of the pandemic, what other issue(s) and or event(s) has the organization identified that could have a material impact on finances and/or operations in the future?

2. If your organization is requesting a change from your current level of funding, please explain.

- **Attachments page**:

1. 501(c)(3) Letter - 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. *(Private foundations may not apply.)* This letter must include information about the organization's status under Internal Revenue Code sections 170(b)(1)(A), 501(c) and 509(a).

2. Evaluation System Documents - please review the materials on the [Grants>Evaluation](#) tab on our website. The Evaluation Requirements for Applicants will describe the required documentation for this attachment. For your convenience, an Evaluation Plan Template for applicants is also available on our website.

3. Clients Served Chart – this chart should include all the people your organization serves and should contain the following three column headings: 1) Unduplicated Number; 2) Percentage of People; and 3) County of Residence.

4. Organization's general operating budget for the current fiscal year.

5. Proposed general operating budget for the next fiscal year. If you are applying for multi-year funding, please include the first proposed fiscal year for which funding has been requested.

6. Organizations seeking **program** support need to upload the current program budget that provides line-item budget information reflecting the current and anticipated expenditures and sources of funding for the current fiscal year. Organizations seeking operating support can omit this submittal.

7. Organizations seeking **program** support need to upload a line-item proposed program budget reflecting anticipated expenditures and sources of funding for the first proposed fiscal

year for which funding has been requested. Organizations requesting operating support can omit this submittal.

8. <u>IRS 990 tax form</u> – please submit the organization's most recent IRS 990 tax form. Organizations that have been granted an extension from the IRS should submit the IRS letter stating acceptance of an extension along with your most recent tax return.

9. <u>Audit, including the Management Letter</u> – please submit a complete copy of your organization's most recent audit report, including the management letter. Organizations that do not have an audit and management letter can combine the following three documents into one PDF document and submit it in lieu of the audit: 1) letter explaining why the organization does not have an audit; 2) Balance Sheet for the most recent fiscal year completed; and 3) Income Statement for the most recent fiscal year completed.

10. <u>Organization's current board of directors list</u> – board of directors lists must include the following four pieces of information: 1) Board member's name; 2) Board member's email address; 3) Board member term dates (beginning and ending); and 4) List of all officers.

11. <u>Additional information (optional)</u>– submit additional narrative information about the work of the organization (excluding audio/visual items, pictures, letters of support, Strategic Plans, Articles of Incorporation, Bylaws, etc.). Dashboards used with the organization's board of directors and/or any recent organizational assessments can be uploaded here.

- Grant applications must be submitted online before the due date and time (please see the **Due Date for Grant Applications** section on page 2 of the guidelines).

- Please attend the Q&A session listed on page 2 of the guidelines to receive the latest information about submitting a complete and accurate application.