

Community Interests

The Foellinger Foundation awards approximately 10% of its grant dollars to Allen County-based nonprofit organizations that address other community issues, activities, and/or needs but do not directly serve children and families with the greatest economic need and least opportunity. The Foundation does this by identifying and funding mission-driven, well-governed, results-oriented organizations.

The Foundation primarily awards grants to Allen County-based nonprofit organizations that serve Allen County residents, 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 entities 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.

Organizations <u>may</u> request:	Organizations <u>may not</u> request:
<ul style="list-style-type: none"> Operating or program support One-year support If their organizations are at least three years old (based on IRS ruling date) 	<ul style="list-style-type: none"> Capital support Multi-year funding Support for new organizations less than three years old (based on IRS ruling date) Support for new programs less than three years old

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

***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.

The Foundation does not 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. ▪ For sponsorships, camperships (including camp-related programs or programming), special events, advertising or group trips. ▪ For annual campaigns or appeals.

Application Links

Check out the Foundation’s website for [other resources](#) to help you prepare your grant application.

Documents to Include with Application

Please use Internet Explorer to fill out your application. Results cannot be guaranteed using any other browser.

- 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).

In the event that the name of your organization as expressed in its IRS determination letter has changed, please submit the Secretary of State filings evidencing the name change and state approval.

- Does your organization file a group exemption?

If so, you will be asked to provide:

Name of parent organization: _____

Website: _____

Both of the following support documents:

- A letter from the parent organization dated within the last 30 days indicating that the applicant organization is a subsidiary of the parent and is included in the parent’s group exemption; and
- The last page of the parent organization’s Tax Form 990 which shows that the applicant organization was reported on its tax return.



- Is your organization a supporting organization?

If so, you will be asked to provide:

Name of supported organization: _____

One of the following support documents:

- An updated IRS determination letter that specifically notes the type of supporting organization status (Type I, II, or Functionally integrated Type III).

OR

- A certification prepared by legal counsel indicating whether your organization is a Type I, Type II or Functionally integrated Type III Supporting Organization.
- **Executive Summary:** Write a one-page succinct summary of your grant request. Make sure it is in agreement with your narrative. (Please do not use font type smaller than 11 point.)
- **Grant Narrative:** You must answer all of the questions listed in the Grant Narrative section. A Word template is provided on the Foundation's website (www.foellinger.org/howtoapply) to submit the answers to the questions. If you choose not to use the template provided, you must include the questions along with the answers in your typed copy.
- **General Operating Budget*:** A copy of the organization's budget for the current fiscal year.
- For the most recent year completed, please provide your **statement of activities (income statement)** showing actual versus budget results for the year.
- **Proposed General Operating Budget*:** A copy of the organization's proposed budget for all *future* fiscal years for which funding has been requested in this grant application.
- **Program Budget*:** For program requests, a line-item program budget reflecting current expenditures and sources of funding for the current fiscal year. *This is in addition to the general operating budget identified above.*
- **Proposed Program Budget*:** For program requests, a line-item program budget reflecting anticipated expenditures and sources of funding for the proposed year for which funding has been requested in this grant application. This is in addition to the general operating budget identified above.
- **Board List:** Names of the organization's board members or trustees, terms (beginning mm/dd/yyyy and end dates mm/dd/yyyy), and list all officers and their mailing addresses and email addresses.
- A complete copy of the organization's current **IRS Form 990 federal tax return**. If your organization has been granted an extension from the IRS, please submit the IRS letter stating acceptance of an extension along with your most recent tax return. After you have received your tax return, please email it to the Foundation at info@foellinger.org.
- A complete copy of the organization's **current audit report, including management letter**. If your organization does not have an audit or management letter, please provide an explanation as to why and provide your internal financial statements (balance sheet and income statement)

for the most recent year completed. If your audit report is not available at the time of your grant submission, then provide your internal financial statements for that fiscal year, including your balance sheet and income statement.

**Budget(s) may be submitted in the format used by the organization.*

Grant Narrative

You **must** answer all of the questions below. A Word template is provided on the Foundation’s website to submit the answers to the questions. If you choose not to use the template provided, you must include the questions along with the answers in your typed copy and use font type no smaller than 11 point.

Mission-driven

Explain how the organization’s programs align with its mission.

Results-oriented

How does your organization measure program impact?

Well-governed: Strategic

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

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

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

Well-governed: Financial

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

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

If there is additional narrative information you would like the Foundation to know about the work of your organization, please share under the “Additional Information” section of the online application. (Please do not include letters of support, newsletters, annual reports, etc.)

- Grant applications must be submitted online.
- All documents uploaded as part of your application must be converted to PDF format before uploading.
- Please attend the Q&A session listed on page 1 to get the latest information on submitting a complete and accurate application.