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 need and least economic 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)2
- 509(a)3 Type I, Type II, or 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.

Grant Guidelines

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.

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<tr>
<th>Organizations may request:</th>
<th>Organizations may not request:</th>
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<tr>
<td>• Operating or program support</td>
<td>• Capital support</td>
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<tr>
<td>• Multi-year support</td>
<td>• Support for new organizations less than five years old (based on IRS ruling date)</td>
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<tr>
<td>• Support for existing organizations at least five years old (based on IRS ruling date)</td>
<td>• Support for new programs less than five years old</td>
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Due date for grant applications

<table>
<thead>
<tr>
<th>Category</th>
<th>Q &amp; A Session 11:00 am</th>
<th>Grant Applications Due by 5:00 pm</th>
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<tbody>
<tr>
<td>Early Childhood Development</td>
<td>2nd Wednesday in July</td>
<td>1st Monday in August</td>
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<tr>
<td>Family Development</td>
<td>2nd Wednesday in July</td>
<td>1st Monday in August</td>
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<tr>
<td>Youth Development</td>
<td>2nd Wednesday in October</td>
<td>1st Monday in November</td>
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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.

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<th>The Foundation does not award grants:</th>
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<td>• To individuals, including scholarships, travel assistance or conference fees.</td>
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<td>• For endowments.</td>
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<td>• To support religious organizations for sectarian purposes.</td>
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<td>• To fund project, program, operating or capital campaign deficits.</td>
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<td>• For programs or projects that taxpayers normally support.</td>
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<td>• For sponsorships, camperships (including camp-related programs or programming), special events, advertising or group trips.</td>
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<td>• For annual campaigns or appeals.</td>
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Applications Links

Here are resources to help you prepare your grant application:

Evaluation System Materials
Other Resources

Documents to Include with Application

- 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 use font type 11 point or larger.)

• Grant Narrative: You must answer all of the questions listed in the Grant Narrative section of these Guidelines. A Word template is provided on the Foundation’s website (www.foellinger.org) 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.

• Clients Served Chart: Please provide a chart detailing the number and percentage of people served by county of residence. This chart should include all of the people your organization serves.

• Evaluation System Documents: Please review the materials on the Evaluation System tab on the Foundation’s website. The Evaluation Requirements for Applicants will describe what will be required for submission for grant applications. For your convenience, an Evaluation Plan Template for Applicants is also provided.

• Signature Page: A signature page must accompany your grant application. You may print a copy of the Signature Page from our website, obtain the required signatures, and scan the document as a PDF to upload to your grant application.

• General Operating Budget*: A copy of the organization’s budget for the current fiscal 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, by year, for each fiscal 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

• 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.

• **Articles of Incorporation:** A copy of the organization’s most recent Articles of Incorporation.

• **Bylaws:** A copy of the organization’s most recent Bylaws.

• **Strategic Plan:** A copy of the organization’s most recent strategic plan.

*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**

How does the organization’s mission align with the Foundation’s focus on children and families, especially those with the greatest need and least economic opportunity?

List the programs and services provided by the organization and briefly explain how these support the mission.

Please provide a chart detailing the number and percentage of people served by county of residence. This chart should include all of the people your organization serves. (*Please upload in the Additional Documents section of the online application.*)

**Well-governed: Strategic**

How does the organization use it’s strategic, financial, and evaluation plans to set organizational priorities, make financial decisions, and inform its general decision-making? Please provide specific examples.

If your organization has undergone any type of assessment process in the last three years, please describe the assessment process, the findings, and what the board of directors has done
in response. *(Please include a copy of the assessment and upload in the Additional Documents section of the online application.)*

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

What training is provided to board and staff to enhance their leadership and effectiveness? Please provide specific examples.

Based on the answers to the *Well-governed: Strategic* questions, what are the most significant changes in the organization over the last three to five years?

**Well-governed: Financial**

Discuss the organization’s financial outlook:

- How have revenues and expenses trended over the past three years?
- How do you see revenues and expenses trending over the next two years?
- What key factors are driving these trends?

During the last year, what other funding sources have been:

- Secured (new) or increased?
- Reduced or are no longer received?

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

If you reported an unrestricted 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.

What is the board of directors’ asset replacement policy?

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?

How has your board of directors prepared the organization for the next economic downturn?

**Results-oriented**

Once you have completed the required [Evaluation Plan Template for Applicants](#), please answer the following questions:

- Please provide specific examples of how the organization uses outcome evaluation to make strategic decisions.
- How does the organization incorporate feedback from participants to improve programs?
How does your organization determine what it means to “move people from dependence to independence?” How is this movement measured?

What changes are needed at the local, state, and national level to improve outcomes for program participants? What is your board and organization doing to address this?

If you would like, attach any dashboards you use with your board of directors to document impact. (Please upload to the Additional Documents section of the online application.)

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

*If there is additional narrative information you would like the Foundation to know about the work of your organization, please upload to 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.