

The Auer Foundation

**Edward D. and Ione Auer Foundation
Grant Application Packet**

Edward D. and Ione Auer Foundation

c/o Monarch Capital Management

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How to use this packet to apply for a grant

1. Evaluate how well your proposed grant matches up with the Foundation's priorities
2. Determine whether your organization is eligible for a Foundation grant
3. Submit a one-page Concept Letter to the Foundation
4. If the response is favorable you will be invited to submit a full proposal
5. Complete and submit a complete grant proposal with all required attachments

QUESTIONS about eligibility or the submission process? Contact us at AuerFoundation@MonarchCapitalMgmt.com or (260) 415-5743.

Foundation History and Funding Priorities

The Edward D. and Ione Auer Foundation is a private charitable foundation that awards grants exclusively for charitable purposes, with some emphasis on literature, music, art, education, and parks. Ione Breeden Auer created the Foundation in 1984. Funding comes from lifetime gifts from Edward D. and Ione Auer, as well the proceeds of their estates. The Foundation shall continue until January 7, 2022, but may be terminated early in the event that the Trust Fund is fully distributed prior to that time.

Eligibility for Funding

The applicant organization *must*:

1. Be a 501(c)(3)
2. Not be a private foundation
3. Serve the Fort Wayne metropolitan area

Types of Funding Awarded

The Foundation will consider four types of grants:

1. Project support for one-time activities
2. Program support for ongoing activities
3. Scholarship and other support through endowments
4. Capital support for land, buildings or equipment

The Foundation generally does *not* award grants:

1. To individuals, including scholarships, travel assistance, or conference fees
2. To fund project, program, operating, or capital campaign deficits
3. For programs or projects that taxpayers normally support, including the general operations of individual public schools or school districts
4. For sponsorships, special events, advertising, or group trips
5. For annual campaigns or appeals

NOTE: Occasionally, the Foundation awards grants to entities largely funded by taxes if the projects proposed would occur *only* with private contributions.

Submission Deadlines

Concept letters are reviewed during the Foundation quarterly meetings. Organizations may only apply for grants one time per year. **Concept letter deadlines are one (1) week prior to the quarterly meeting dates, which are as follows:**

- o February 1
- o May 1
- o August 1
- o November 1

Following the quarterly meeting, the Foundation will report back to the organizations regarding approval of the concept letters. If approved, the organization will be invited to submit a full proposal.

Grant Agreements and Results Reporting

All grant funding approved by the Auer Foundation is contingent upon the grantee entering into a written agreement specifying general and special conditions of the grant, including reporting of results. The Foundation expects every grantee to measure and report results and to ensure the level of reporting is appropriate for the size and scope of the grant. The grantee's ability to meet grant agreement conditions will affect future proposals.

STEP 1

Submit a Concept Letter

Please submit the following requested information on ONE PAGE. Do not use print any smaller than 11 point font. This concept letter will allow the foundation to determine eligibility and interest before your organization submits a full proposal.

1. Organization's mission
2. Statement of organization's 501(c)(3) status
3. Organization's legal name and address
4. Type of grant requested (Project support, Program support, Endowment support, Capital support)
5. Brief description of project
6. Amount of request (including amount per year, if a multi-year request)
7. Staff executive/title and board leader/title, including daytime phone number(s) and e-mail addresses
8. **If your organization received a grant from the Auer Foundation the prior year and you have not submitted a final report, please submit with your**

concept letter (include how the grant money was spent and any meaningful outcomes and statistics)

9. Required signatures: CEO, President, or Executive Director

STEP 2

Submit full proposal – if your concept letter is approved you will be invited to submit a full proposal. It should include the following information.

2A. Checklist of proposal narrative contents

As part of the proposal narrative, grant applicants must submit the information listed below. Please use and return this checklist to ensure you've included all items.

Proposal narrative

The Foundation does not dictate the length or format of grant proposals, but asks that grant-seekers use their own best judgment. We want to understand what you're proposing, how it would work, whom it would help, and how you will measure results. Use enough words to get the following information across, but don't feel that you have to overwhelm us with details. Your proposal should include the following:

- Overview of organization - briefly describe your organization and its mission
- Explain the need for this effort using *local* research and data whenever possible. Be sure to describe the population this proposal would serve. Also include an analysis of how it complements similar community resources or activities.
- Explain how your proposed effort would build on people's strengths, rather than focusing on problems, and how you'd help them become more self-sufficient.
- If your organization uses any local or national evaluation tools to measure results, please include this information in your narrative.
- Show us, step by step, how you would implement your proposal and report results to us.
- Explain if and how other organizations would be involved to make this proposal successful, and how you would avoid overlap and duplication.
- Tell us about the people who would run this effort and outline their qualifications.
- Tell us about other sources of support for this proposal, including:
 - o Funds on hand or pledged (please provide a line-item list)
 - o Pending applications to potential funding sources (please provide a line-item list)

- o Volunteer time and donated services or materials
- o If this is an ongoing effort, explain your plans for continued financial support from other sources after the period of the requested grant has expired.

2B. Checklist of required attachments

In addition to the proposal narrative, grant applicants must submit the information listed below. Please use and return this checklist with your application to ensure you've included all items.

Required financial attachments:

- Your organization's most recent federal tax return (IRS Form 990 - If you do not have an IRS Form 990 or current audit, please explain why)
- A complete copy of your organization's most recent financial statements (including a balance sheet or statement of financial position, and a revenue and expense statement or statement of activities). The foundation would prefer audited financial statements, if possible. If your organization has received a management letter from your accounting firm, please submit that, too.
- Your organization's general operating budget for the current fiscal year
- Your organization's proposed general operating budget for all future fiscal years for which you've requested funding under this grant application
- For those requesting program, project, or capital funds, a line-item budget for the proposed grant reflecting anticipated expenditures (and revenues if applicable), by year, for each fiscal year your organization proposes to receive grant funding.

Please note: If you are requesting program, project, or capital support, you will need a program, project, or capital budget AND a proposed organizational general operating budget for each fiscal year for which you are requesting grant funding.

Other required attachments:

- A copy of your organization's current letter from the IRS advising you of your organization 501(c)(3) status. The name of the organization in this letter must be the same as the current legal name of the organization seeking the grant.
- List of your organization's board members or trustees (please list all officers), including affiliations, contact information, and terms.
- Documentation of efforts to improve your organization's effectiveness, including your most recent strategic plan (if you do not have a strategic plan, please explain why).

A copy of your organization's Concept Letter and Checklists