

GRANT DISTRIBUTION GUIDELINES

Requests for funding support generally far exceed the funds available. For this reason, criteria have been established to assist the Trustees and staff in deciding where the funds may be most effectively employed for the betterment of the intellectually and developmentally disabled (IDD) population. For its grant making program, the Enterline Foundation makes grants for the IDD population in all of North America.

The impact of the Foundation's grant making will be judged not only by the financial resources given to the community organizations, but also by the innovative and collaborative relationships the Foundation has with its grant recipients and the impact that the grants have had on the IDD community-at-large.

FUNDING PRIORITIES

Funding priority will be for organizations that provide services for the IDD population and focus primarily on individuals over the age of 22 although requests from organizations focused on children will be considered. The Foundation has given to organizations general operating funds in the past and will continue to give to those that we have long lasting relationships with, but in reviewing new grants, we request that the agency choose a specific project that it would like financial assistance for.

REQUEST PROCEDURES

Organizations interested in submitting a grant request must call or visit the Foundation's office to discuss their funding proposal with Foundation staff. A grant request will be accepted if the proposed initiative fits within the Foundation's guidelines.

The Grant Request Form must be completed and sent with the proposal. Proposals should be written according to the Grant Proposal Guidelines and submitted with the following attachments:

- IRS Section 501(c)3 Tax Determination Letter
- Charitable Organizations Bureau Registration Certificate if applicable
- Current Annual Report if available
- Articles of Incorporation and by-laws
- List of current Board of Directors
- Current IRS Form 990
- Current operating budget
- Budget for your specific project
- List of public/private funding sources during the past fiscal year
- Strategic Fundraising Plan

Likewise, with regard to types of grants and organizations supported, the Trustees, as a rule, do not make awards for:

- Direct support to individuals
- Coverage of continuing operating deficits
- Document publication
- Pass-through grant support through a third party
- Groups such as fraternal organizations, political parties or candidates, veterans, labor or local civic groups, and groups engaged in influencing legislation.

REVIEW PROCESS

Calls to the Foundation to be approved to submit a request will be taken year round. The Foundation will accept grant requests from the first February through the end of March.

The Foundation requires that the projects have several qualities in order to consider funding it. It must prove to be sustainable, viable, leverageable, and replicable.

The Foundation staff puts forth its best effort to prepare grant requests as comprehensively as possible for review at an upcoming Board meeting. At the staff's discretion, a site visit may be requested as part of the proposal evaluation process. Staff will contact the requesting organization during the proposal analysis process if it has any questions to be answered.

GRANT AWARD PROCEDURES

In May, the staff, on behalf of the Board of Trustees, will send a grant award packet to the grantee containing the following items:

- Grant Award Letter indicating the Board's positive response to the request and the amount awarded
- Guidelines for Preparing Progress Reports. The Foundation requires grantees to file interim [six months] and a final report [twelve months] on the use of the grant award. These guidelines explain the programmatic and financial information that should be included in the reports.