

Allen Whitehill Clowes Charitable Foundation, Inc.

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Grant Guidelines

Mission

The primary mission of the foundation is to support charitable organizations that promote or preserve the Arts and Humanities and to support charitable organizations that were supported by Mr. Clowes during his life or are similar to those supported by Mr. Clowes.

History

Allen Whitehill Clowes Charitable Foundation, Inc., a private foundation, was established by Allen W. Clowes, a leading philanthropist in Indianapolis, Indiana, who during his life made major contributions to various charitable organizations that promoted or preserved the fine arts, music, literature, education, science and history. Most of these organizations are located in Central Indiana.

Grant Guidelines

The Foundation will support charitable organizations that promote or preserve the Arts and Humanities. Priority will be given primarily to those organizations **located in Central Indiana**. The Board has discretion to make decisions regarding any proposal on a case by case basis.

The Foundation will make grants only to those organizations that are described in IRC Section 501(c)(3) and are public charities defined in IRC Sec. 509(a)(1), 509(a)(2) or 509(a)(3). In rare cases the Foundation will make grants to private operating foundations as defined in IRC Sec. 4942 (j) (3). The Foundation will not make grants to individuals or for endowments.

The Foundation invites organizations that meet the above guidelines to submit a Preliminary Proposal letter, not to exceed three type written pages. All new applicants are required to submit the Preliminary Proposal letter. This letter should be mailed by US Postal or hand delivered and be in our office by November 30 for Operations or April 30 for Capital Projects. Previous applicants may submit the letter but are not required to do so. This letter should be submitted on the organization’s letterhead and should be signed by the chief executive officer of the organization. The letter should include the following:

- A brief description of your organization.
- A clear description of the need your request is intended to address, including the time frame.
- A description of the target population and how it will benefit from the proposed grant.
- The contact person if other than the chief executive officer.

The Foundation will respond to the letter, within 60 days, as to whether or not it will consider a final grant proposal from the organization. If it will consider a final grant proposal, it will furnish the organization with a grant application form and instructions.

The Foundation’s deadlines are:

Purpose	Preliminary Proposal Letter Due	Grant Proposal Due	Board of Directors Review Grant Proposals
Operations	November 30	January 31	First Tuesday in May
Capital Projects	April 30	June 30	Second Tuesday in October

Operating grants support ongoing organizational operations. Operating grants will be normally restricted to small organizations. The Grant Application Form is found in item # 2 on the website. The deadline to apply for an Operational Grant is January 31.

Capital project grants are one-time, specific undertakings that are not expected to recur on an annual basis. Capital Project/Special Project Form is found in item #3 on the website. A Preliminary Proposal Letter is required for all new applicants and suggested for each applicant in this cycle.

The fact the Foundation will consider a final grant proposal does not mean the Foundation will fund the grant in full or in part.

The Foundation is only able to fund approximately one-third of the worthwhile proposals received.

Grant Report Requirements

All grant recipients must submit the Grant Report Form found on our website. It is expected that at the end of one year from the time the grantee received funding, most if not all of the funding has been expended and a final report will be completed and mailed into the office.

***Interim Report**

An Interim Report is due for all applicants that are considering applying for another grant cycle while they are in the midst of the current cycle. For example, if your organization received funding for operations in July and is planning to apply again in January for the next operation's cycle, an interim report will be required before that application can be considered. **The Interim Report should include** a narrative that states how the funding is being utilized, is the spending on track and if not provide an explanation and a brief financial report with year to date numbers showing how much of the funding has been spent.