Hamer D. and Phyllis C. Shafer Foundation
Grant/Program Support Application Guidelines

Mission Statement

To continue the legacy of Hamer and Phyllis Shafer by supporting and encouraging programs that measurably better their communities, especially Muncie, Indiana, and that promote their charitable and cultural interests, in particular, education and the welfare of children.

Shafer Foundation Grant/Program Support Program

The grant/program support program at Shafer Foundation is designed to award funding to organizations that demonstrate:

- Financial Stability & Fiscal Responsibility
- Community collaboration, involvement and awareness - Community Partner
- Professional grant applications and ability to achieve promised outcomes
- Provides services and programs that improve community conditions

The Foundation's grants are generally awarded to organizations in Delaware County, Indiana and Traverse City, Michigan areas.

The Foundation will accept grants and consider funding for:

- Specific programs or projects
- Seed money to help launch new programs, projects, initiatives or endowments
- Annual operating support
- Capital campaigns

The Foundation will not provide funding for:

- Request from organizations that are not 501c3 organizations as determined by the Internal Revenue Service
- Application from outside Indiana or Michigan
- Direct assistance to individuals
- Scholarships
- Booster organizations
- Capital building projects

Foundation areas of focus are:

- Arts & Culture – museums, performing arts, historical societies
- Education – pre-school, elementary and secondary, adult education
- Environment – beautification programs, natural resources preservation and protection
- Health & Independence - mental health, medical care, wellness
- Human Services – financial stability, emergency assistance, senior services, childcare, etc.
- Community Affairs & Benefit – community improvement and development
- Children/Youth – provide opportunity for at-risk children/youth to become successful adults

Grant Application should include following, but not limited to:

General Information:
- Organization Name
- Address – Street, City, State, Zip Code
- Telephone Number & Fax Number
- Date Incorporated
- IRS Status
- Website address
- Contact Name & Title
- Email Address
- Organization's Mission Statement
- Provide an overview of services provided by your organization to achieve its mission.

Grant Information:
- Grant request amount
- Date required
- Period Grant funds to cover

Grant /Program Information
- Brief description of program, service or project and how it will be implemented.
- What community issue does your organization help to improve or prevent.
- Category - Arts & Culture, Education, Environment, Children/Youth, Health, Human Services, Community Affairs & Benefit or Other. If Other, please define.
- Target Population - Detail the target population of your organization and number of clients served per year. Include demographics such as age, ethnicity, gender, income levels, etc.
- Discuss accessibility of your organization to the target population.
- Financial budget specific to grant/program support application.

Effectiveness and Evaluation
- What impact will your organization have on the issues you are addressing? (outcomes?)
- How will your organization assist your clients in reducing their dependence on your services?
- How do you measure the impact of your services on the issues you are addressing? List tools/methods that are used to measure impact of services provided (i.e. surveys, evaluations, etc.).

Sustainability
- Discuss your organizations ability to sustain this project
- What will happen if you do not receive the total amount of funding requested?

Collaboration
- Are you seeking grants from other sources? Discuss in detail.
- With whom does your organization collaborate on a formal or informal basis to avoid duplication of services, promote integration of services, decrease costs, and to achieve desired outcomes?

Additional Items to be provided:
- Articles of Incorporation
- 501c3 Letter
- By-Laws
- Board Member Roster
- Strategic Business Plan
- Last audited Financial Statement
- IRS Form 990

Program Post Grant Report:

Post Grant Report to be completed per date indicated in Grant approval letter. No additional grants will be accepted for consideration until Post Grant Report for previous grant is completed and all grant funds from previous grants have been disbursed.

Grants approved for a specific program or project: Post Grant report should be based on data and information specific to the program or project and how funding was used in the project. *Grants awarded for annual operation funding:* Post Grant report should be based on how grant funding was used to support the organizations mission for that year.

The Grant Application and Program Post Grant Report are located for download on the Shafer Foundation website at www.shaferfoundation.org. Please complete all appropriate sections of the Program Post Grant Report and submit to the attention of Tammy Phillips at tphillips@shaferfoundation.org.