

# **THE WARNE FAMILY CHARITABLE FOUNDATION GRANT CRITERIA**

## **INTRODUCTION**

The Foundation is pleased to accept unsolicited applications for support. However, most grants are generated internally and only a very limited portion of the funds is available for such general grants.

## **MISSION STATEMENT**

The mission of the Warne Family Charitable Foundation is to:

- Support critical medical research, especially in the areas of lymphoma and related forms of cancer;
- Provide educational opportunities for underserved children, especially in the areas of art and agriculture; and
- Strengthen the family, by encouraging healthy values and harmony.

## **FOCUS OF FOUNDATION GRANTS**

The Foundation will use its resources to support programs that:

- Further the mission of the Foundation;
- Leverage future impact on the organization and community; and
- Are creative, innovative, and efficient.

## **USE OF FUNDS**

Grants may be used for

- Operating expenses;
- Capital expenses;
- Programs and projects.

## **GRANT CRITERIA**

### **A. GRANT AMOUNTS (FISCAL YEAR JANUARY 1 THROUGH DECEMBER 31)**

- Minimum grant: \$5,000
- Maximum grant: \$50,000

### **B. FREQUENCY OF GRANTS**

- Single-year grants are greatly preferred. Multi-year grants may be permitted under exceptional circumstances, but should not exceed three years.
- Applicants for multi-year grants may be required to demonstrate appropriate use of the grant proceeds and attainment of previously agreed to benchmarks or performance goals after the first or subsequent years, before further installments are paid.
- Single-year grants may not be renewed after the third consecutive year, unless there is a one-year break, after which the grantee may resubmit for consideration.

### **C. GRANT AGREEMENT**

- Grantees must sign a grant agreement, which sets forth the terms and conditions of the grant.

### **D. REPORTING REQUIREMENT**

- Grantees shall be required to submit a report to the Foundation within twelve months of the receipt of the Grant Proceeds containing a description of the use of the Proceeds, and the status or progress of the project or program for which the Grant was given.

### **E. ORGANIZATIONAL REQUIREMENTS**

- Unless otherwise authorized, Applicant must be a public charity, organized under IRC sec. 501(c) (3), and qualified under IRC sec. 170(b) (1) (a).
- Although the Foundation will consider assisting start-up organizations, funding may not be requested for organizational or start-up expenses.

**F. APPLICATION PROCEDURE AND PROCESS**

- An initial Letter of Inquiry must be submitted by Internet to the Foundation on the approved form, containing the following information (only one request will be considered from an organization during any grant cycle):
  - The name, address and other contact information of the organization and responsible employee or officer in charge of the application.
  - Federal Identification number and description of its tax status (public charity, private operating foundation, private non-operating foundation).
  - Amount of the request, any special requirements on timing, and the funding period of the Grant.
  - Total budget for the proposed project or program for which the Grant is being sought.
  - Total budget for the Applicant, and the amount of contributed private (non-governmental) support.
  - One paragraph description of the proposal, intended use of the funds, and how the request will further the mission of the Foundation.
- The Applicant will be informed whether the Foundation will invite a Grant Application. The Application must be submitted by Internet and must be completed in all respects. Incomplete applications will be returned.
- The Foundation approves grant requests in one cycle. Letters of Inquiry must be submitted by March 15.