

# 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 Letter of Intent (LOI).

**Operating grants** support ongoing organizational operations. Operating grants will be normally restricted to small organizations. For the Operations Cycle – organizations that have previously received funding from the Foundation are *not* required to submit a LOI; otherwise, the LOI is mandatory for all other organizations. **All new applicants are required to submit the LOI.** The letter should be no longer than three type written pages, double spaced and be mailed by US Postal or hand delivered and be in our office by November 30. The 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.

**Capital project grants** are one-time, specific undertakings that are not expected to recur on an annual basis. **For the Capital / Project Cycle, the LOI is mandatory for all organizations.** The LOI form can be accessed online with a username and password. Returning organizations will already have created the logon credentials, new organizations will need to create logon credentials upon registration.

The Foundation will respond to the LOI, 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 access to the grant application.

The Foundation’s deadlines are:

| <b>Purpose</b>   | <b>Letter of Intent Due</b> | <b>Grant Proposal Due</b> | <b>Board of Directors Review Grant Proposals</b> |
|------------------|-----------------------------|---------------------------|--|
| Operations       | November 30                 | January 31                | First Tuesday in May                             |
| Capital Projects | April 30                    | June 30                   | Second Tuesday in October                        |

*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**

### **\*Final Report**

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 while they are in the midst of spending down on a current grant. 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 and the plan for spending the remaining amount.