

The Clowes Fund, Inc.

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The Clowes Fund 2002-2003 Grant Guidelines

VALUES AND MISSION

The Clowes Fund, a family foundation, seeks to enhance the common good by encouraging organizations and projects that help to build a just and equitable society, create opportunities for initiative, foster creativity and the growth of knowledge, and promote appreciation of the natural environment. We pursue these goals by awarding grants in three areas: the arts, education and social services. We also recognize the special value of efforts that create links among these areas. The Clowes Fund has a special interest in supporting projects that strengthen the communities in which Clowes family members and the foundation's directors live and work.

PRIORITIES

Funding is concentrated in the states of Indiana, Washington, Massachusetts and parts of northern New England. Program interest areas and priorities vary within the different geographic areas. In Washington, for example, funding has been limited in the past to the arts and art education in the greater Seattle area. In Indiana, priority is given to metropolitan Indianapolis, defined as Marion County and the seven surrounding counties. With the establishment of the Allen Whitehill Clowes Charitable Foundation, The Clowes Fund will cease making grants to arts organizations in Indiana. *Organizations without prior history with The Clowes Fund should consult foundation staff before submitting a proposal.*

HISTORY

Dr. George H.A. Clowes, his wife Edith Whitehill Clowes and their two sons, Allen W. Clowes and Dr. George H.A. Clowes, Jr., incorporated The Clowes Fund in Indianapolis, Indiana in 1952. The foundation was established with a broad mandate to support education and the literary, fine, and performing arts. Social services soon became a focus for support as well.

During their lifetimes, Dr. and Mrs. Clowes amassed an extensive art collection, primarily of paintings by European Old Masters, which hung in their home, Westerley, in Indianapolis. After the death of Dr. Clowes the collection became property of the foundation, which took over responsibility for its maintenance and public display. In 1971, the collection was transferred to a newly built wing of the Indianapolis Museum of Art on indefinite loan. In 1999, the directors of the Fund voted to donate the entire collection to the museum over a period of years.

The senior Dr. Clowes was for much of his career director of research at Eli Lilly and Company. Randall L. Tobias, former chief executive officer of Lilly, has attributed much of the success of the company to the efforts of Dr. Clowes. When Dr. Frederick G. Banting of the University of Toronto and his associate, Charles E. Best, discovered insulin in 1921, Dr. Clowes mobilized Lilly resources to figure out how to mass produce and market a treatment that was to save the lives of millions of diabetics. One of Dr. Clowes's grandchildren describes him as a rare combination of scientist and entrepreneur.

Although the quartet of founders are all deceased, the current board of directors of the Fund includes the junior Dr. Clowes's widow and their five children. Three Indiana residents round out the board. In addition to directors, corporate membership includes four members of the fourth generation of the Clowes family.

The Clowes Fund was housed and administered at the offices of Allen Clowes until January of 2000. The foundation started the new millennium with a new executive, Beth Casselman, and new offices in the Chamber of Commerce Building in downtown Indianapolis.

THE FUND FAMILY

OFFICERS and DIRECTORS

Dr. Alexander W. Clowes
Washington
President

Mrs. George H.A. Clowes, Jr.
Massachusetts
Vice President

Ms. Margaret C. Bowles
Massachusetts
Secretary

Mr. William H. Marshall
Indiana
Treasurer

Mr. Ben W. Blanton
Indiana

Dr. Edith W. Clowes
Kansas

Mr. Jonathan J. Clowes
New Hampshire

Dr. Thomas J. Clowes
New York

Dr. Donna L. Wiley
Indiana

CORPORATE MEMBERS

Ms. Edith H. Bowles
East Timor

Mr. Ian A. Bowles
Massachusetts

Mr. Douglas S. Clowes
Massachusetts

Ms. Lynn L. Clowes
New Hampshire

STAFF

Elizabeth A. Casselman, Executive Director, *Assistant Secretary/Treasurer*
Mary Ellen Moore, Program Assistant
Jennifer Zeisler, Program Intern

TYPES OF GRANTS

The Fund prefers to provide seed money for innovative projects and programs or “step up” money to expand programs or to build organizational capacity. The following types of grants may be awarded:

Capacity Building – Funding that strengthens an organization so that it may better fulfill its mission.

Capital – Funding for endowment purposes, construction or equipment.

Challenge – The Fund and grantseeker agree on a program or operating goal for the grantseeker to reach; the Fund rewards successful accomplishment of the goal.

Matching – The Fund agrees to match an amount that the grantseeker receives through fundraising.

Operating support – The Fund may invite an operating support proposal from a grant partner with which we have an established grant history. Mature organizations may be eligible for operating support upon establishing a threshold of core competency. Developing organizations may be eligible for operating support upon successful completion of a start-up or seed grant, after demonstrating a threshold of competency.

Project/Program – The Fund awards a grant for a specific initiative or new endeavor, not for general operating purposes.

Seed Money – The Fund awards a grant to help launch a new project, program or initiative.

SCOPE OF FUNDING

The Fund generally offers grant awards between \$10,000 and \$50,000; requests for smaller or larger amounts may be considered.

INELIGIBLE REQUESTS

- The Fund makes grants to tax-exempt organizations that are described in Section 501(c)(3) of the Internal Revenue Code and are either public charities or, in rare cases, private operating foundations.
- The Fund does not make grants to individuals, or for publications, conferences, videos, or seminars. No grants are made to organizations in foreign countries. No grants are made for programs promoting specific religious doctrine.
- The Fund will not accept unsolicited proposals from any organization for operating support.
- The Fund will not accept unsolicited proposals of any sort from colleges and universities.
- Requests for funding are limited to one request per organization per calendar year.

PROPOSAL CONSIDERATION PROCESS and SCHEDULE

The Fund approaches the grantmaking process in two steps, including preliminary and final proposals. ***Preliminary Proposals are required for new potential grant partners and are due by November 1st.*** If your organization has not received a grant from the Fund within the past five years (1998-2002), you must first submit a *Preliminary Proposal* for consideration.

If your organization has received funding within the past five years, you may skip the *Preliminary Proposal* process; however, you are encouraged to contact Fund staff prior to submitting a *Final Proposal*.

Step 1 – Preliminary Proposal Letter and Application Form *

The Fund invites organizations that meet its mission and eligibility guidelines to submit a *Preliminary Proposal* letter, not to exceed three pages with print size of at least 12-point, in addition to the *Application Form*.

The *Preliminary Proposal* letter should be submitted on the organization's letterhead and should be signed by the chief executive officer (e.g. president, executive director, etc.). The letter should include a brief description of your organization, clear description of the need your request is intended to address including the time frame to be covered, and a description of the target population and how it will benefit.

Please submit two (2) sets of the *Preliminary Proposal* letter and Application Form.

If you are invited to submit a final proposal, you will receive notification by the first week of January.

Step 2 – Final Proposal and Application Form *

If you have received a grant from the Fund in the past five (5) years, you are not required to submit a *Preliminary Proposal*; however, you should contact staff before submitting a *Final Proposal*. You must submit a final report on any previous grants from the Fund before a new proposal will be considered. If the previous grant period is not complete by the proposal deadline, then you may file a preliminary or status update report. A final report must be submitted before payment for a new grant will be issued.

Final Proposals must include a cover letter, proposal, application form and attachments.

The cover letter should be submitted on the organization's letterhead and should be signed by the chief executive officer (e.g. president, executive director, etc.). The letter should include a brief summary of the request.

The body of the proposal should include in-depth answers to the following questions:

1. What is the purpose of the grant request?
2. What needs will be met? How many people will be served?
3. Why is your organization the appropriate group to meet such needs? (Include information on your organization's history, mission, staff strengths, etc.)
4. If you receive partial funding or are declined funding, what alternative plan will you follow?
5. What are your plans for long-term funding and/or maintenance of the proposed project?
6. Are other funders involved in the support of this effort?
7. What measurable results do you intend to report to the Fund?

Attachments should include the following:

- A detailed project budget
- A current annual operating budget
- Roster of your board of directors (including professional affiliations)
- Latest IRS 501(c)(3) determination letter
- Most recent annual report or audited financial statements
- Most recent IRS Form 990

Please submit two complete sets of the *Final Proposal*, Application Form and Attachments.

General advice, considerations and checklist before submitting a proposal:

- Your proposal should be self-explanatory. In other words, write your proposal as though the Fund had no prior knowledge of your organization regardless of meetings, discussions or correspondence with Fund staff, directors or members.
 - You may want to use the questions listed above as an outline for your proposal.
 - The Fund will acknowledge receipt of all complete *Preliminary* and/or *Final Proposals* by e-mail or with a post card.
 - The Fund prefers not to meet with potential grantees until it has the opportunity to review the *Preliminary Proposal*.
 - The Fund will endeavor to schedule a meeting and/or site visit following the receipt of the *Final Proposal*.
 - All materials must be received at the Fund office no later than 4 p.m. the day of the deadline – that's November 1st for *Preliminary Proposals* and January 31st for *Final Proposals*. Make sure to allow adequate time for mail delivery.
 - Please do not bind the materials or place in a notebook.
 - Use at least 12-point font for proposal body.
 - Previous support from the Fund neither precludes nor guarantees future funding. *Preliminary Proposals* are required from new potential grant partners as a way to become better acquainted before an investment is made in proposal development. Recent previous grantees are exempt from the *Preliminary Proposal* process only because a certain level of familiarity exists.
 - These guidelines are subject to change.
 - Please contact the office if you have any questions.
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- Incomplete or late applications, and/or multiple applications for the same year, will not be processed for consideration. Double check to assure that you have included:
 - Two (2) complete sets of the entire proposal
 - Application Form or re-creation of form
 - Specified attachments (budgets, IRS determination letter, board roster, annual report and IRS Form 990)
 - Final report (if not previously submitted) or updated status report of any prior grants from the Fund
 - Correct contact information and address for The Clowes Fund

* The Application Form follows.

Revised Fall 2002