

# CERAMIC AND GLASS INDUSTRY FOUNDATION

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## CALL FOR PROPOSALS – Spring 2019

Proposal Deadline: March 2, 2019 · Funding Available for Grants: \$1,000 - \$20,000

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### BACKGROUND

The Ceramic and Glass Industry Foundation (CGIF) was created **to attract, inspire, and train the next generation of ceramic and glass professionals. The CGIF's mission is to help the industry attract and train the highest quality talent available to work with engineered systems and products that utilize ceramic and glass materials.**

The Ceramic and Glass Industry Foundation is an Ohio Nonprofit Single Member Limited Liability Company and contributions to the CGIF are fully tax-deductible to the extent allowed by law. The CGIF is wholly owned by The American Ceramic Society (ACerS), a 501(c)(3) charitable organization, and is treated as a disregarded entity for federal tax purposes.

The Ceramic and Glass Industry Foundation's mailing address is: 550 Polaris Parkway, Suite 510, Westerville, Ohio, 43082. The CGIF can be found online at: [foundation.ceramics.org](http://foundation.ceramics.org).

### REQUESTING FINANCIAL SUPPORT

The CGIF seeks to provide financial support for projects and activities that help fulfill the CGIF mission. **Such projects must be directly related to introducing students to ceramic and glass science.** Funding for such external grants will be allocated based on availability of funds and determined by the Foundation's Board of Trustees. Organizations can apply once per year, and a funding cycle is suggested to be, at maximum, one year in duration.

It is expected that grants will allow proposers to seed or extend existing efforts **to grow the base of ceramic and glass education, training, or outreach.** Applications are encouraged which leverage other funding sources (i.e., local or internal funding, industry match, tangible in-kind support, etc.) and/or link to national efforts in ceramics, glass, or materials societies.

If your proposal includes the use of the CGIF's [Materials Science Classroom Kits](#), please indicate the number of kits being requested and DO NOT include the cost of the kits in your monetary request.

Requests for support must be made using the **CGIF Call for Proposals**, as other informal requests will not be considered. Completed applications for support should be submitted electronically to Belinda Raines, Outreach Manager, at <mailto:braines@ceramics.org>. The submission **deadline is March 2, 2019.**

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## CRITERIA FOR EVALUATION and SELECTION FOR FUNDING SUPPORT

The Ceramic and Glass Industry Foundation prefers to fund project costs that can be easily identified with a **specific outreach project or instructional activity**.

### The Foundation does not provide funding for:

- overhead/indirect costs
- endowments, building campaigns, fundraising, special events, or annual funds.
- buildings, laboratories, equipment, or instruments unless it can be demonstrated that such capital expenditures are essential to the success of a Foundation-supported project.
- professor or staff salaries; administrative expenses; general office supplies.
- organizations that discriminate on the basis of religion, gender, race, ethnicity, political beliefs, or disabilities.
- lobbying or political activities.
- research projects (unless a major component directly involves student outreach).
- direct grants to individuals.
- any commercial business purpose.
- for-profit institutions, except in rare circumstances.
- travel not directly related to outreach activities.

Completed applications received by the submission deadline will be reviewed by the CGIF's Program Committee. **Those applications that support activities aligned with the CGIF's mission and vision will be considered for funding** at the next Board of Trustees meeting in April 2019. Applicants will be notified on the approval of their funding request on or about May 22. Incomplete applications will be returned without review.

Grant proposals received from members of The American Ceramic Society, Keramos, and affiliated materials societies worldwide are considered first. Applicants do not need to be members of those organizations to be fully considered.

## REPORTING AND EVALUATION

The CGIF relies on grant reporting to evaluate progress toward the mission and goals we share with each of our grantees. The submission of a final grant report lets us know that funding was used appropriately and ultimately helped you reach your project goals. As such, **grant recipients are required to keep a record of all expenditures and receipts related to the grant. At the conclusion of the grant term, a written report is required and should describe results in achieving the purposes of the grant, along with a detailed accounting of the uses and expenditures of all grant funds.** Any future grant submissions will not be accepted if we do not receive your final report on the current project.

## QUESTIONS OR REQUEST INFORMATION

For questions regarding The Ceramic and Glass Industry Foundation and our grant opportunities, please contact Belinda Raines, Outreach Manager, at [braines@ceramics.org](mailto:braines@ceramics.org).

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## GRANT APPLICATION COVER SHEET

Date of Application	
<b>ORGANIZATION INFORMATION</b>	
Applicant Organization (Full Legal Name)	
Year Founded	
Name of Executive Director	
Phone of Executive Director	
Email of Executive Director	
U.S. 501(c)(3) Organization? (Yes/No)	
If Yes, Federal Tax Exempt ID #	
If No, Provide Fiscal Agent's Name, Contact Information and Tax-exempt ID # (if applicable)	
<b>CONTACT INFORMATION</b>	
Project Lead Contact Name	
Title (if different from executive director)	
Phone	
Fax	
E-mail	
Mailing Address	
City	
State	
Zip Code	
Country	
Organization Website	

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PROJECT / PROGRAM INFORMATION	
Project Title	
Total Budget for this Project	\$
Amount of this Funding Request	\$
Beginning and Ending Dates of the Project	
Geographic area to be served by this Project	
Target Audience and Total Number of People to be Served by this Project	
Are any of the project organizers members of ACerS, Keramos, or an affiliated materials society (worldwide)?	

SIGNATURE	
Signature of Executive Director or Project Lead	

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**Proposal Narrative – Please provide answers that are clear and concise.**

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1. Please provide a summary description of the proposed project.
2. Provide a brief description of the goals and objectives of the project.
3. Provide the timetable for implementation and the duration of the project.
4. How does your project support the mission of the Ceramic and Glass Industry Foundation?
5. What methods will be used to measure the progress of the project and what evidence will demonstrate success?
7. Are there additional industry, government, or non-profit partners with whom your organization will collaborate on the project?
8. Is this request for total funding, seed money, or matching funds? Please provide a brief explanation.

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## REQUIRED ATTACHMENTS

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1. The project budget including revenue, expenses, and pending sources of support (see attached sample template).
2. If your organization is a 501(c)(3) tax exempt organization and qualifies as a public charity as defined by the IRS, please provide:
  - a. Internal Revenue Service Form 990 plus attachments for the most recently completed fiscal year.
  - b. Internal Revenue Service verification that the organization is a 501(c)(3) tax exempt organization and qualifies as a public charity as defined in IRS Code section 509 (a)(1), (2), or (3). A copy of the IRS tax-exempt determination letter must accompany the application.
3. Optional: letters of support, annual reports, organizational brochure, etc.

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## SAMPLE PROJECT/PROGRAM BUDGET

This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain this information, you may submit them in their original forms. Attach a narrative explaining the budget, if necessary.

### PROJECT/PROGRAM INCOME

FISCAL YEAR: \_\_\_\_\_

Source	Amount Committed	Amount Pending*
<b>Support</b>		
Government grants	\$	
Foundations	\$	
Corporations	\$	
United Way or federated campaigns	\$	
Individual contributions	\$	
Fundraising events and products	\$	
Membership income	\$	
In-kind support	\$	
Investment income	\$	
<b>Revenue</b>		
Government contracts	\$	
Earned income	\$	
Other (specify)	\$	
<b>Total Income</b>	\$	

\*Note: Pending sources of support include those requests currently under consideration. Please indicate anticipated decision date.

### PROGRAM / PROJECT EXPENSES

Item	Amount	%FT/PT
Salaries and wages (break down by individual position and indicate full or part-time.)	\$	
	\$	
<b>SUBTOTAL</b>	\$	
Insurance, benefits and other related taxes	\$	
Consultants and professional fees	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing and copying	\$	
Telephone and fax	\$	
Postage and delivery	\$	
Rent and utilities	\$	
In-kind expenses	\$	
Depreciation	\$	
Other (specify)	\$	
<b>Total Expense</b>	\$	
<b>Difference (Income less Expense)</b>	\$	