**GRANT APPLICATION INSTRUCTIONS**

**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: 600 North Cleveland Avenue, Suite 210, Westerville, Ohio, 43082. The CGIF can be found online at: [foundation.ceramics.org](file:///\\acs-db01\Foundation%20Data\CGIF\Board%20of%20Trustees\Board%20Committees\Programs%20Committee\foundation.ceramics.org).

**REQUESTING FINANCIAL SUPPORT**

**The CGIF seeks to provide financial support for projects and activities that help fulfill the CGIF mission.** 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.

Applications for financial support must be made using the **CGIF Grant Application Form**, as other informal requests will not be considered. Completed applications for support should be submitted electronically to Belinda Raines, Outreach Manager, at braines@ceramics.org. The biannual submission deadlines for 2017 are March 24 and September 1.

**CRITERIA FOR EVALUATION and SELECTION FOR FUNDING SUPPORT**

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 (held biannually in April and October). Applicants will be notified on the approval of their funding request on or about April 30 or October 30. Incomplete applications will be returned without review.

Preferential consideration is given to members of The American Ceramic Society, Keramos, and affiliated materials societies worldwide.

**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 |  |
| **ORGANIZATION INFORMATION** | |
| Applicant Organization (Full Legal Name) |  |
| Year Founded |  |
| Name of Executive Director |  |
| Phone of Executive Director |  |
| Email of Executive Director |  |
| 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) |  |
|  |  |
| **CONTACT INFORMATION** | |
| Project Lead Contact Name |  |
| Title (if different from executive director) |  |
| Phone |  |
| Fax |  |
| E-mail |  |
| Mailing Address |  |
| City |  |
| State |  |
| Zip Code |  |
| Country |  |
| Organization Website |  |
|  |  |
|  | |

|  |  |
| --- | --- |
| **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 |  |
| How will the project benefit the ceramic and glass community? |  |
|  | |
| **SIGNATURE** | |
| Signature of Executive Director or other Authorized Official |  |

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# Proposal Narrative

#### Please provide a description of your organization’s history, purpose, objectives, and experience in the area for which funds are sought.

2. What problem or need does your project address?

3. Please provide a summary description of the proposed project.

4. Provide a brief description of the goals and objectives of the project.

5. Provide the timetable for implementation and the duration of the project.

6. What methods will be used to measure the progress of the project and what evidence will

demonstrate success?

7. Are there additional 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

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.

1. Optional: letters of support, annual reports, organizational brochure, etc.

**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\*** |
| ***Support*** |  |  |  |
| Government grants |  | $ |  |
| Foundations |  | $ |  |
| Corporations |  | $ |  |
| United Way or federated campaigns |  | $ |  |
| Individual contributions |  | $ |  |
| Fundraising events and products |  | $ |  |
| Membership income |  | $ |  |
| In-kind support |  | $ |  |
| Investment income |  | $ |  |
|  |  |  |  |
| ***Revenue*** |  |  |  |
| Government contracts |  | $ |  |
| Earned income |  | $ |  |
| Other (specify) |  | $ |  |
| **Total Income** |  | **$** |  |

\*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.) |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |
| SUBTOTAL |  | $ |  |
| 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) |  | $ |  |
| **Total Expense** |  | **$** |  |
| **Difference (Income less Expense)** |  | **$** |  |