

## Policies

The Maier Foundation is a private foundation established in 1958.

### MISSION STATEMENT

The primary focus of the Maier Foundation, Inc. is on furtherance of higher education in West Virginia and on the higher education of West Virginia residents attending colleges and universities elsewhere. In addition, the Foundation makes educationally-related distributions to cultural and other organizations in the Kanawha Valley.

Attached is the guide to applications for grants. A detailed and complete application with ten (10) copies [**total: eleven (11) sets**] must be received by the Foundation by **October 1** to be considered at our annual December meeting. Any appropriate applications received after this date will be held and considered the following year.

All applications are reviewed upon receipt to determine if the request falls within our guidelines. If a request does not fulfill our criteria, a letter of denial will be sent promptly to the grant seeker.

While the Foundation strives to give earnest consideration to each of the incoming requests that meets the focus described in the first paragraph above, the Foundation specifically and consistently rejects the following:

- Requests from churches
- Requests from political parties or organizations
- Requests from for-profit entities
- Requests from individual students for direct scholarships
- Requests from other private foundations
- Requests from governmental entities
- Requests from primary or secondary educational institutions

All applications falling within our scope will be given careful consideration by all board members and a decision made at our December meeting. The Foundation will then send written notification of funding or denial to all applicants.

The Foundation receives many more worthwhile applications than it funds. This fact does not reflect upon the quality of the applicant or program, but is a result of limited funds.

One year following each grant (and annually thereafter for multiple-year commitments), the Foundation requires that the responsible officer of each recipient organization submit a written report on what has been accomplished with the funds granted. Funds granted may be expended only for the purposes granted. If requested by the Foundation, a full and final accounting must be made on the occasion of the completion of the project by the recipient to the satisfaction of the Foundation. In making this grant, the Foundation reserves the right to such audits of the recipient's books as it deems necessary.

## Guidelines

Submit one (1) original plus ten (10) copies of your proposal package. Each of the **eleven sets** should include the items below:

- Grant Request Form
- Financial statement dated within the last twelve (12) months and audited, if possible
- Annual report, if available
- Verification of federal tax-exempt status under Section 501(c)(3) of the Internal Revenue Service code. Also, documentation confirming that Grant Seeker is not a private foundation under Section 509(a).
- Printed material, such as brochures, succinctly describing the organization and/or the project

In addition to the above, all **colleges and universities** must include the following:

- Endorsements from the head of the institution, if an application originated within a department or division.
- A brief statement of the institution's development efforts, including alumni contributions and percentage of participation; foundation giving; and corporate support.
- A discussion of both internal (faculty awards, exemplary and pioneering curriculum innovations, expanded cultural offerings, etc.) and external (community relations and outreach programs, adult education, etc.) achievements.

### **Mail Proposals to:**

**Maier Foundation, Inc.**  
P.O. Box 6190  
Charleston, WV 25362-0190

### **Remember:**

Proposals must be received at  
this address no later than  
**October 1.**