

# MAIER FOUNDATION, INC.

Adopted: 6/29/2020

## **Grantmaking Policies**

### **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.

Any grants made by the Foundation will be made in furtherance of the Foundation's above mission. Similarly, any grant application submitted to the Foundation should clearly demonstrate that the applicant's request aligns with and supports the Foundation's focus.

### **What We Do Not Fund**

The Foundation carefully considers its grantmaking decisions and earnestly deliberates incoming requests that meet the focus described in the Foundation's mission statement. However, the Foundation's grantmaking has several limitations:

- In general, the Foundation is unable to provide grants to entities that are not classified as tax-exempt under IRS Code Section 501(c)(3)
- The Foundation will not fund and consistently rejects requests from:
  - Churches or religious organizations
  - Political parties or politically-aligned organizations
  - For-profit entities
  - Individual students for direct scholarships
  - Other private foundations
  - Governmental entities
  - Primary or secondary educational institutions
  - Sports-related organizations
- The Foundation will not provide grants to any entity that deducts an advancement fee, gift fee, administrative fee, or other similar fee from a grant and reallocates that fee towards a different purpose, program, or effort (including any fundraising program), other than that direct purpose specified by the grant.

## **Grant Application Process**

The following page contains the guidelines for grant applications. All application packages must be received by the Foundation by **October 1** to be considered at the 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 satisfies the Foundation's mission, policies and guidelines (together, "Criteria"). If a request does not fulfill the Criteria, a letter of denial will be sent promptly to the applicant.

All applications satisfying the Criteria will be given careful consideration by all board members. A decision will be made at the annual December meeting regarding which applicant(s) will receive funding. 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 for Grant Applications**

Submit twelve (12) copies of the grant application package. Each of the **twelve (12) 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 the applicant 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.**