



## AAUP FOUNDATION GRANT GUIDELINES

### Introduction:

The AAUP Foundation is organized and operated for charitable purposes including, but not limited to, establishing and supporting principles of academic freedom and the quality of higher education in a free and democratic society.

Through its grant program, the Foundation provides financial support to individuals or organizations that support the charitable purposes of the Foundation. Foundation grants are available to individuals or organizations that set as a standard or goal a commitment to establishing and supporting the principles of academic freedom and the quality of higher education in a free and democratic society.

### Eligibility Requirements

The Foundation funds individuals or non-profit organizations as defined by section 501(c) of the Code. The Foundation does not fund general operating or fundraising costs to outside third parties, make loans or fund political campaigns.

### Grant Application Checklist

For grant requests of \$2,500.00 or less, the applicant shall provide the following:

#### A. Cover Sheet, which should include the following information:

1. Application date.
2. Organization's name and contact information (full address, including mailing address if different, telephone, fax, and Web address).
3. Organization's federal tax-ID number or Individual's Social Security Number
4. Contact person's name, title, and contact information (telephone, fax, e-mail).
5. Dollar amount of this funding request.
6. Period this funding request will cover.
7. Signature of executive director or other authorizing official.

#### B. Required documents:

In order for your funding request to be considered, the following required documents must be attached to the grant application:

1. A detailed proposal which should include the following:

- A description of the project for which you and/or organization seeks funding.
- A description of the need for the proposed project and a statement of the project would further the charitable purposes of the Foundation.
- A budget for the proposed project.

For grant requests of more than \$2,500, the applicant shall provide the following:

**A. Cover Sheet, which should include the following information:**

1. Application date.
2. Organization's name and contact information (full address, including mailing address if different, telephone, fax, and Web address).
3. Organization's federal tax-ID number or Individual's Social Security Number
4. Contact person's name, title, and contact information (telephone, fax, e-mail).
5. Dollar amount of this funding request.
6. Period this funding request will cover.
7. Signature of executive director or other authorizing official.

**B. Required documents:**

In order for your funding request to be considered, the following required documents must be attached to the grant application:

1. A detailed proposal which should include the following:
  - A description of the project for which you and/or organization seeks funding.
  - A description of the need for the proposed project and a statement of the project would further the charitable purposes of the Foundation.
  - A budget for the proposed project.
2. Last available audited financial statement or a copy of filed tax form, if the organization has not recently performed an audit; and for the current fiscal year, the organization's year-to-date Statement of Financial Position (Balance Sheet) and Statement of Activities (the Income Statement). For organizations only.
3. A copy of the 501 (c) federal tax exemption letter of determination; or, a letter on official letterhead providing the nine-digit tax identification number of the applying organization. For organizations only.

### **Grant Review Process**

Grant Proposals will be considered quarterly and MUST BE POSTMARKED NO LATER THAN March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup>, and December 31<sup>st</sup>.

The grant proposals are to be reviewed by the Foundation Board (or in the case of a request to the Legal Defense Fund (“LDF”), the LDF Governing Board) who shall ultimately render all grant decisions.

Upon approval of a grant, the Grantee shall enter into a Grant Agreement with the Foundation. Grants are typically awarded on a yearly basis, but in appropriate circumstances multi-year grants may be awarded.

### **Contact Us**

If you have questions or would like more information, please contact the AAUP Foundation Chair.