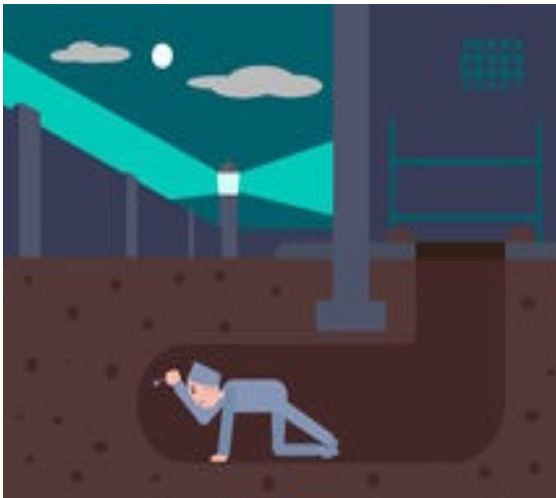




Tunneling Your Way Through



Altrusa International Foundation, Inc.
2023 District Conference

Presented by District Prison Liaison,
Shelley Kendrick & Assistant Inmate,
Tammy Bader

MEET THE FOUNDATION



LESLIE JOHNSON

FOUNDATION CHAIR

leslie.johnson2@roadrunner.com



KANTRICE R. ROSE, PHD

FOUNDATION EXECUTIVE DIRECTOR

kantrice@altrusa.org



NATALIA LOPEZ-VAZQUEZ

FOUNDATION COORDINATOR

natalia@altrusa.org



Marie A. Pike
Finance & Vice Chair
Altrusa International of Portland, Maine
pikerino2@aol.com



Susan Carpenter
Past Finance & Vice Chair
Altrusa International of St. Louis, Missouri
scarpenter@midfp.com



Linda L. Robison
Past Foundation Chair and Marketing & Grants Trustee
Altrusa International of Spartanburg, South Carolina
lrobison4242@gmail.com



Dana Vierck
Grants Chair and Marketing & Finance Trustee
Altrusa International of Elgin, Illinois
altrusafounddana@gmail.com



Kimberly T. Abmeyer
Education, Development and Marketing Co-Chair & Finance Trustee
Altrusa International of Downtown Dallas, Texas
kim.abmeyer@gmail.com



Phyllis Corman
Education, Development and Marketing Co-Chair & Finance Trustee
Altrusa International of Centre County, Pennsylvania
cormanpj@aol.com



Altrusa International Foundation, Inc. 2021-2023 Board of Trustees

Karen Robinson
Grants Co-Chair & Education, Development and Marketing Trustee
Altrusa International of Tampa Bay, Florida
kadcbr@gmail.com



Jane Hart
Anna H. Settle Community Leadership Award Chair, Grants Trustee and Education, Development and Marketing Trustee
Altrusa International of Greater Kansas City, Missouri
jane@janehart.me



Ex-Officio:

Martha Hardwick-Hofmeister
Legal Advisor
Altrusa International of Downtown Dallas, Texas
martha@marthasnet.com



Linda K. Smith
Association Representative
Altrusa International of Salina, Kansas
lksmith53@cox.net



Kantrice R. Rose, PhD
Executive Director
1 N LaSalle Street, Suite 1955
Chicago, IL 60602
kantrice@altrusa.org | Office: (312) 427-4410
Direct and Fax: (312) 789-4414





CLUB 21 PROGRAM

Funded \$40,500 in grants to children's camps and international healthcare organizations



ASTRA SCHOLARSHIPS AND SERVICE AWARDS



Provided \$13,325 in scholarships and service awards.

DISASTER RELIEF AID

Provided \$92,054 in disaster relief aid around the world to those left devastated



GRAND TOTAL

The Foundation distributed a grand total of \$414,430 in giving programs, scholarships, and awards.



Young campers taking a stroll at Camp Dreamcatchers, a 2022 Club 21 grant recipient.



Altrusa International of Albany OR donated 80 new books to Growing Leaders Early Learning Center to support literacy among its community.

GRANTS PROGRAM

Awarded \$268,551 in grants to Altrusa Clubs across all fourteen districts



PROJECT GENEROSITY CHALLENGE

Raised \$124,069 from March 20, 2022-May 31, 2022



Awarded grants to 86 Altrusa Clubs, 4 international healthcare organizations, and 4 children's camps



FOUNDATION GIVING PROGRAMS

ENDOWMENT

- Established in 1992
- Chief source of income for all charitable activities of the Foundation
- Designated Funds - only interest/dividends can be spent

SPECIAL CAMPAIGNS AND ANNUAL FUND

- Annual Funds are year-long (fiscal) initiatives that support the general operational needs of the Foundation
- Credit is given towards Club Service Awards

WHERE NEEDED MOST

- This type of general donation meets the most pressing needs of Foundation

DISASTER RELIEF AID

- Disaster Recovery and Relief
- Available year-round
- Grants from \$250-\$2,500
- Requests exceeding \$2,500 need Board approval
- Application and descriptive narrative are required
- Aid should benefit at least 100 community members

GRANTS PROGRAM

- Provides financial support to Altrusa Clubs, ASTRA Clubs, and Districts
- Community service projects
- Grants from \$250-\$4,000

CLUB 21

- Established in 1997 to support organizations that aim to meet 21st century needs, primarily in the areas of healthcare, education, economic development, and leadership
- Designated Fund
- Individual Members
- Club Level
- District Level



Club 21 Annual Membership

- ❖ Supports children and their families affected by disease and disability, and educational healthcare programs in West Africa
- ❖ \$21.00 per year qualifies an individual as a Club 21 member
- ❖ \$210.00 qualifies an Altrusa Club or District as a Club 21 member
- ❖ Individuals receive a one-time Club 21 pin; Districts/Clubs receive a one-time Club 21 medallion.
- ❖ Membership renews annually from the date dues are paid, but many clubs collectively renew memberships in April-May.
- ❖ **Does not count towards Lamplighter contribution progress**

Planned Giving and Annual Club 21 Membership

Planned Giving

- ❖ As the name suggests, planned gifts are donations that are set up now to be donated at a future date.
- ❖ Planned giving donations are usually arranged for after a donor has passed away and can also be referred to as legacy giving.
- ❖ While legacy gifts are often made as a bequest in a donor's will, they can take other forms as well, including:
 - gifts of life insurance,
 - charitable annuities,
 - charitable remainder trusts, and
 - gifts of stocks or securities.
- ❖ *All Planned Giving bequests to the Altrusa International Foundation are restricted to the Endowment Fund*

6 FOR 60 GIVING CAMPAIGN

- In celebration of the Foundation's 60th anniversary, the Foundation has launched a 2-year campaign which replaces last year's Project Generosity Challenge.

- The Foundation asks Altrusans and friends to contribute at one or more of the six suggested giving levels:

1. \$60 (Light Blue)
2. \$160 (White)
3. \$260 (Teal)
4. \$560 (Dark Blue)
5. \$860 (Maroon)
6. \$1,060 (Gold)



- All gifts will receive a special commemorative ribbon unique to each gift level.
- For all gifts since June 1, 2022, credit will be given to this campaign. Cumulative gifts, with the exception of Club 21, over \$500 USD made in each fiscal year will be eligible for Lamplighter recognition
- Each District will have a unique Mobile Cause fundraising page to share. For this giving campaign, we are asking that Districts create their own "challenge" among its membership to exceed last year's giving by 10% (Per District goal is \$12,000).

Contributions made between May 1, 2022-January 31, 2023 will be recognized with the color-matched ribbon at the District conference so that members may celebrate their support of this campaign. Recognition will also be given to 6 for 60 supporters at the International Convention for all cumulative gifts, except Club 21, made through May 31, 2023.

The 6 for 60 Giving Campaign (cont.)

All contributions received across all programs from June 1-May 31 will be counted towards the Debby Weber Fundraising Awards.

The Debby Weber Fundraising Awards

- First place winners will receive \$1,500
- Second place will receive \$750
- Third place will receive \$500

The Debby Weber Fundraising Awards are named in honor of former International Foundation Trustee Debby Weber. The service awards will go to the winning Altrusa Clubs, and individual gifts count towards the club's total. The top three Altrusa Clubs with the largest fundraising gifts, and top three Altrusa Clubs with the largest gifts per capita, will receive the awards.

Contributions made between May 1, 2022-January 31, 2023 will be recognized with the color-matched ribbon at the District conference so that members may celebrate their support of this campaign. Recognition will also be given to 6 for 60 supporters at the International Convention for all cumulative gifts, except Club 21, made through May 31, 2023.





DONOR RECOGNITION AWARDS



LAMPLIGHTER

For each \$500 USD donation;
can hold 25 diamonds



LUCENTE

Awarded for 10-\$500 USD
gifts



HOFMEISTER

Awarded for 25-\$500 gifts;
diamonds and sapphires



LAMPLIGHTER CLUB PATCH

For a \$500 USD Club or
District-level gift

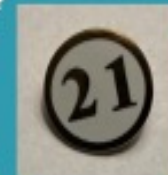


CLUB 21 MEDALLION

For a \$210 USD Club or
District-level gift



ANNUAL CLUB 21 BANNER PIN (CLUB OR DISTRICT)



CLUB 21 PIN (INDIVIDUAL)

For a \$21 membership

***A new Lamplighter pin will be announced at the International Convention. It will recognize donations beyond the Hofmeister pin.**

Escape from Prison Grant??





Decide
on the
best grant
option

- Club 21 Program
 - Share application and guidelines with organizations connected to mission
 - Grants awarded directly to camp or organization
- Altrusa Grants Program
 - Club Project Grant
 - Individual Grant
 - Newly chartered Altrusa Clubs
 - Newly chartered ASTRA Clubs
- Altrusa Disaster Relief Aid

Things to know about Club 21 Grants



- Grant awards - \$2,500
- Additional can be awarded based on funds available
- One grant per fiscal year
- Key requirement: Health concerns of children and their families
- Altrusa clubs are ineligible to receive grants

Disaster Relief Aid



- Things to know:
 - District Governors may request relief for a non-profit in their area
 - Club President may apply for a local disaster need
 - Club requests must be signed by the Club President and District Governor
 - Foundation Chair approves grants from \$250 to \$2,500
 - Requests above \$2,500 require approval from the Board of Trustees

Altrusa Clubs Grant Program



PROJECT GRANTS

- Literacy improvement, Days for Girls, Veterans Projects, Community Service Projects, Underserved Children & Adults
- Awards: \$250-\$4,000
- Hands-on service by Altrusans
- 2021-2022 Grants to Altrusa Clubs totaled \$268,511
- 2021-2022 District Five Grants awarded totaled \$20,616

Altrusa Clubs Grants Program

Individual Grants

- Grant Awards up to \$4,000
- To improve quality of life through continuing education in the field of literacy or vocational/technical training
- Grant can also fund a student from a developing country
- Newly chartered Altrusa Clubs are eligible for a one-time grant of \$2,500 to support a service project
- ASTRA Clubs may receive a one-time grant up to \$2,000 to begin service in their communities
- Review Grant Guidelines for Eligibility

Where can I find more information on
International Foundation Grants?



Step 1: Login through Member Portal

One North LaSalle St., Suite 1955, Chicago, IL 60602 altrusa@altrusa.org 1-312-427-4410

Search Here ...



[ABOUT](#) [CLUBS](#) [EVENTS](#) [ASTRA](#) [FOUNDATION](#) [MEMBER LOGIN](#) [SITES](#)  



CONFIDENT



INSPIRING



CARING

Under “Sites” go to FOUNDATION LOGIN



SITES

- ALTRUSA HOME

- GROUP TALLY

- FOUNDATION LOGIN

- ASTRA LOGIN

- ALTRUSA STORE

- ALTRUSA SERVICE DATABASE

LOGOUT

MEMBERSHIP

SERVICE

COMMUNICATIONS

LEADERSHIP

GOVERNANCE

Step 2: Scroll down on this screen for more Foundation information

📍 One North LaSalle St., Suite 1955, Chicago, IL 60602 ✉ altrusa@altrusa.org ☎ 1-312-427-4410

🔍 Search Here ...



NAVIGATE ▾



Within this screen, you can:

Make on-line donations to the Altrusa International Foundation

Grants & Awards

**Altrusa Club Grant
Individual Grant**

Giving Programs Information

**Club 21 Grant
or
Disaster Relief Aid**

Altrusa Club's Grants Program & Anna H. Settle Community Leadership Award

The Grants Program provides assistance to individuals and Altrusa Clubs carrying out independent programs of community service. Funds are designated for literacy, community service, graduate school assistance, and vocational assistance projects sponsored by Altrusa Clubs.

How to write a Foundation grant:

[Click here for Grants Workshop Talking Points](#)

[Click here for Grants Workshop PowerPoint](#)

The Anna H. Settle Community Leadership Award recognizes individuals who've made significant contributions to their communities as volunteer



Disaster Relief Aid

Disaster Relief enables Altrusa to respond immediately to the trauma of natural disasters with swift, direct aid anywhere in the world

[SEE MORE](#)

[BROCHURE](#)



Club 21 Program

Established in 1997, the Club 21 Program is committed to supporting programs for children affected by disease and disabilities; as well as international healthcare curriculum. As members of Club 21, we are given an opportunity to extend a hand to these children and families.

Thank you for your support.



2020-2021 Club 21 Program

[SUPPORTED ORGANIZATIONS](#)



Club 21 Program Guidelines

[DOWNLOAD](#)



Club 21 Program Application

[DOWNLOAD](#)

Step 3: Read the Guidelines



Altrusa International Foundation, Inc.

Club 21 Program Grant Application Instruction Guidelines

The C

Altrusa Internat

Questions about grant applic
email confirmation, to the ad

Phone: (312) 427

Terms of the Grant Club 21 P
of children and their families

More than \$2,500 may be aw
warrant the increase. The nu
funding and the number and



Altrusa International Foundation, Inc.

PROJECT Grant Application Instruction Guidelin

The Project Grant Applications must be postmarked by the due date to:

Altrusa International Foundation, Inc.
One North LaSalle Street, Suite 1955
Chicago, IL 60602

Funding Cycle	Applications Due	Funding Decisions	Grants Awarded	Follow Up Reports Due
Fall	September 15	October 31	November 30	May 31
Spring	March 15	April 30	May 15	November 30

Questions about grant applications may be directed to Shawna Kaiser, Foundation Administrator. Yo
email confirmation, to the member listed on your application, upon receipt at the International Fo

Phone: (312) 427-4410 Fax: (312) 789-4416 shawna@altrusa.org or www.foundation.altrusa.org

Terms of the Grant Applicants may request between \$250.00 and \$2,000.00. The number of grants f
amount of each grant is dependent upon the available funding and the number and quality of applications. The
Altrusa International Foundation, Inc. reserves the right to make the final decision on all applications.

The grant recipient is obligated to use the grant award for the intended purpose and must file a report six months
the grant is awarded. A Grant Follow-up form is included with the award letter when the grant money is forward
the Club. Grant Follow-Up forms are also available on the website or from the Altrusa International Foundation Of
in Chicago.



Altrusa International Foundation, Inc.

INDIVIDUAL Grant Application

Is your Club considering applying for a grant from the Altrusa International Foundation Inc. to aid an
individual to improve her/his quality of life? Do you need a little help in making sure the individual meets the
eligibility requirements for a Foundation grant? Having trouble getting started writing your grant
application? If the answer to any of these questions is "yes," please read on for some tips that might help you.

Individual Grant Guidelines

Make sure your request is one that meets the eligibility requirements. The guidelines state that Altrusa Clubs
may submit a grant request for an individual to improve the quality of her/his life through continued education
either in the field of literacy or in vocational/ technical training. Individual Foundation grants might also
fund a student from a developing country who needs financial assistance in completing her/his studies. An
individual may not have received a previous grant from the Altrusa International Foundation.

Indivi
Make
Grant

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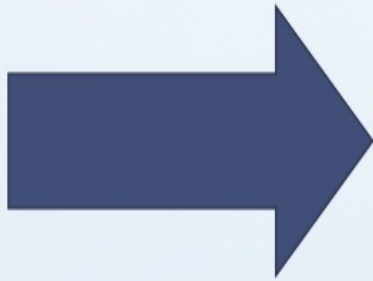
Altrusa International Foundation, Inc.

Club Disaster Recovery Service

Grant Application

Please note: This completed cover page (one page) and a narrative describing the need and project in 500 words or less
including an estimated number of recipients affected, MUST be typed and included in the request. Attach document
verifying the disaster (Example: letter from local official, statement from responder agency and/or media articles. You
will receive an email confirmation to the address listed below upon receipt of your application to the International
Foundation office.

Step 4: Answer All the Application Questions



- 1. Abstract (5 points)** In 100 words or less, describe the proposed project, including (a) the target population, (b) objectives, (c) community need for the project, (d) method of implementation, and (e) expected benefits and results.
- 2. Eligibility Requirements (5 points)** All project grants must involve ***at least two*** of the following eligibility criteria
 - serving sick or disabled children, e.g., physical, neurological, sensory, cognitive
 - providing training in health and nutrition
 - providing an environment for sick or disabled children to work with camp activities/training
 - providing medicine and/or medical aid utilizing trained professionals
 - providing education to promote literacy and other areas of learning
 - benefitting underprivileged children requiring medical attention
- 3. Need (10 points)** Describe the country, state or community's need for the grant and how many participants will be served by the project.
- 4. Project Description (25 points)** Describe the project in detail, including (a) target population, (b) objectives, (c)

Step 5: Complete In Detail the Proposed Budget

SAMPLE --- Proposed Budget to Altrusa International Foundation, Inc.

Name of Altrusa Club:	Altrusa of Central City, Michigan, USA	
District Number:	Five	
Project Name:	Homework Help Center	
Project Year:	2019	
	<i>Item</i>	<i>Amount</i>
Project Income		
	Altrusa International Foundation grant request in this proposal	\$ 4,000
	Local Altrusa Club contribution to the project	\$ 2,000
	Other contributors (please list)	
	Book Foundation	\$ 500
	Hunger Task Force	\$ 500
	Total revenue	\$ 7,000
Project Expenses		
	Supplies	\$ 2,000
	Equipment	\$ 1,400
	Food	\$ 1,000
	Clothing	\$
	Educational materials	\$ 2,000
	Communications	\$ 600
	Postage/Delivery	\$
	Other (please itemize)	\$
		\$
		\$
		\$
	Total expenses	\$ 7,000

SAMPLE -- Budget Narrative/Justification

Income:

\$4,000 Altrusa International Foundation Grant Request

\$2,000 Local Altrusa Club Fund Raiser (\$1,750)

Altrusa member donations of school supplies and books (\$250)

\$ 500 Other contributor: Grant from Books Foundation

\$ 500 Other contributor: Hunger Task Force funds from the United Way of Central City

\$7,000 Total Project Income

Item	Amount
Project Income	
Altrusa International Foundation grant request in this proposal	\$ 4,000
Local Altrusa Club contribution to the project	\$ 2,000
Other contributors (please list)	
Book Foundation	\$ 500
Hunger Task Force	\$ 500
Total Income	\$ 7,000
Project Expenses	
Supplies	\$ 1,000
Equipment	\$ 2,000
Food	\$ 500
Clothing	\$
Educational materials	\$ 3,000
Communications	\$ 500
Postage/Delivery	\$
Other (please itemize)	\$
Total Expenses	\$ 7,000

Sample Budget

Income

- \$4,000 Altrusa International Foundation Grant Request
- \$2,000 Local Altrusa Club Fund Raiser (\$1,750) + Altrusa member donations of school supplies and books (\$250)
- \$ 500 Other contributor: Grant from Books Foundation
- \$ 500 Other contributor: Hunger Task Force funds from the United Way of Central City
- **\$7,000 Total Project Income**

Expenses

- \$1,000 Supplies: School supplies, includes paper, notebooks, folders, markers, pens, pencils, poster board, printer ink for student use
- \$2,000 Equipment: Two electronic white boards for tutors to use with students
- \$ 500 Food: Afterschool healthy snacks for students
- \$3,000 Educational materials: Ace Resources Guides, computer software for on-line applications, book awards for students and tutors
- \$ 500 Communications: Flyers to distribute to local schools about the Homework Help Center
- **\$7,000 Total Project Expenses**

Step 6: Complete the Cover Page



Altrusa International Foundation, Inc.

INDIVIDUAL Grant Application

Please note: This completed cover page (one page) and answers to the grant application questions (not to exceed three pages) **MUST** be typed and included in the request. You will receive an email confirmation to the address listed below upon receipt of your application to the International Foundation office.

Submitted by Altrusa International of _____, Inc. District: _____

Club Contact Person: _____ Title: _____

Address: _____



Altrusa International Foundation, Inc. Club Disaster Recovery Service Grant Application

Please note: This completed cover page (one page) and a narrative describing the need and project in 500 words or less including an estimated number of recipients affected, **MUST** be typed and included in the request. Attach document verifying the disaster (Example: letter from local official, statement from responder agency and/or media articles. **You will receive an email confirmation to the address listed below upon receipt of your application to the International Foundation office.**

Name of Altrusa Club: _____ District: _____

Contact Person: _____

Address: _____

City: _____ State/Province: _____ Zip/Postal Code: _____



Altrusa International Foundation, Inc.

Club 21 PROGRAM Grant Application

Please note: This completed cover page (one page) and answers to the 10 project grant application questions (not to exceed three pages) **MUST** be typed and included in the request.

You will receive an email confirmation to the address listed below upon receipt of your application to the International Foundation office.

Name of Applicant Organization: _____



Altrusa International Foundation, Inc. PROJECT Grant Application

Please note: This completed cover page (one page) and answers to the 10 project grant application questions (not to exceed three pages) **MUST** be typed and included in the request. **You will receive an email confirmation to the address listed below upon receipt of your application to the International Foundation office.**

Submitted by Altrusa International of _____, Inc.

District Number: _____

Club Contact Person: _____ Title: _____

Address: _____

City: _____ State/Country: _____ Zip/Postal Code: _____

Club Project Grants and Individual Grants Program Timeline

Funding Cycle	Applications Due	Funding Decisions	Grants Awarded	NEW Follow Up Reports Due
Cycle 1	September 15	October 31	November 30	November 30 (following year)
Cycle 2	March 15	April 30	May 15	May 15 (following year)

Secrets for Success

- Give yourself plenty of time; do not wait until the last minute to prepare the application.
- Complete in detail all the questions on the application
- Utilize a good proofreader.
- Triple check last-minute changes.
- Keep within the three-page limit for the narrative (*Does Not include Budget and Budget Narrative*).
- If you are overbooked, ask for help.
- **Make sure that the budget adds up and balances.**

Grant Writing Do's

- Research and review the guidelines of the grant to ensure your project request aligns with the International Grant Committee's goals for giving
- Have your first draft completed well before the due date
- Make your proposal abstract short and to the point and include an overview of what you propose to do, with who, when, how and towards what measurable outcome
- If a project grant: Stress how your Club will be "on-hands" with completing the project
- When naming the grant request, be clear on the projects outcome so it will be hard for the reader to say no – ie: Essentials to Ensure Healthy Children
- Convince the Grant Committee that what you propose to do is important and that your organization is the right one to do it
- Include clear and concise measureables that will be part of the project – ie: will conduct a pre-grant survey and a post survey that will be compared and used to measure impact

Grant Writing Don'ts

- Don't ask for funding for anything outside the parameters of the grant
- Don't ask for more than the top funding level available
- Don't amble in detail or digress when describing your project
 - ***Be detailed, but concise***
- Don't promise more than you can accomplish within the stated budget or allotted time frame

Clear writing and following the guidelines leads to funding!

All grant applications should be emailed to

foundation@altrusa.org

You will receive an email confirmation when your grant is received

Questions on your grant applications should be emailed Natalia Lopez-Vazquez, Foundation Coordinator

natalia@altrusa.org

STEPS TO FORM A LOCAL CLUB FOUNDATION UNDER THE INTERNATIONAL UMBRELLA



- Board of Directors and the Club must approve the formation of the Foundation
- Foundation approval should be clearly reflected in the minutes
- Obtain a new Federal ID number – IRS.GOV – Form SS4
- Submit the required documents to the International Foundation office

Required documents to submit to International

a) Articles of Incorporation

b) Bylaws

c) Minutes of the Board of Directors and minutes of the Club meeting evidencing approval of forming a Foundation

d) Copy of Form SS-4, Application for Employer Identification number



Altrusa International Website

- Foundation
- Local Club Foundations
 - Scroll to LCF Forms
 - Policies Template
 - Bylaws Template
- LCF Resources
 - Local Club Foundation Manual

Altrusa Foundation Office

- Foundation Website undergoing updates
- Template available for Articles of Incorporation, not yet on website
- Contact:
 - Natalia Lopez-Vazquez, Foundation Coordinator
 - natalia@altrusa.org or foundation@altrusa.org

FOUNDATION



Open a separate checking account using your new federal ID number

- Foundation is a separate entity from your club
- Your Club should elect Foundation officers to serve on the Foundation Board
- Adopt a Conflict of Interest policy
- Separate records must be kept from the Club
- Your Club is what you do for YOU
- Your Foundation is what you do for OTHERS

- Once application with International is **approved**, you must register your Foundation with the Secretary of State, filing your Articles of Incorporation
- Do not register with the state prior to International's approval
- Annual LCF report due annually to Altrusa International Foundation
- Annual filing of the Federal Form 990 must be done
- Annual reporting to the state is required

You've tunneled your way through

QUESTIONS?

Thanks for joining us
today!

Shelley Kendrick

firstvicegovdfive@gmail.com

Tammy Bader

govelectdfive@gmail.com

