



THE CIRI FOUNDATION

Education Project Grant *2021 Guidelines & Application*

The Ciri Foundation

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THE CIRI FOUNDATION

The Ciri Foundation was established in 1982 by Cook Inlet Region, Inc. (CIRI). The mission of The Ciri Foundation is to promote individual self-development and economic self-sufficiency through education and to maintain pride in culture and heritage among Alaska Natives who are original enrollees of Cook Inlet Region, Inc., and their lineal descendants.

EDUCATION PROJECT GRANT PROGRAM GOALS

In 1989 and again in 2001, The Ciri Foundation Board of Directors broadened its scope of interest in education beyond the promotion of post-secondary education and career development to include concerns for education from the early years through adult learning. The Board established The Foundation's Education Project Grant Program with the following goals:

- Promote quality of learning and educational experiences for Alaska Natives from the early learning years through adulthood, recognizing the importance of lifelong learning;
- Examine educational issues and opportunities and to identify possible solutions to eliminate those factors that hinder successful achievement by Alaska Natives in their educational pursuits;
- Foster educational enrichment programs that improve the quality of life for Alaska Natives.



2021 Education Project Grant Program Guidelines

Eligibility

Education Project Grant applications may be submitted to The Ciri Foundation by:

1. Nonprofit organizations that have received an IRS determination of Section 501(c)(3) status and classification as public charity, including but not limited to cultural centers and museums, but not including any non-functionally integrated Type III supporting organization;
2. Tribal organizations that appear in the current Federal Register list of Native entities within the State of Alaska that are federally recognized and eligible to receive services from the United States Bureau of Indian Affairs, with preference given to organizations located within the Cook Inlet region;
3. Qualified nonprofit or tribal organizations as described above as sponsors of individuals who are selected solely by the applicant organization using objective and nondiscriminatory criteria, and who are original enrollees to Cook Inlet Region, Inc. and/or their lineal descendants;
4. Governmental educational institutions such as public schools, including state institutions of higher learning.

Guidelines:

All applications must comply with the following guidelines:

1. The Education Project Grant shall further The Foundation's Education Project Grant Program Goals, as set out above.
2. All organizations applying must satisfy the eligibility criteria above. Individuals are not eligible to apply for or receive grants, but an eligible organization may apply as a sponsor for an individual (as described under Eligibility) where the organization is solely responsible for the financial administration of the grant and for the selection and oversight of the individual.
3. Grantee programs must directly impact or involve Cook Inlet Region, Inc. original enrollees and/or their lineal descendants.
4. Priority will be given to grant applications submitted by organizations located within the geographic boundaries of the Cook Inlet region of Alaska.
5. The grantee organization must report on the project's programmatic progress and financial expenditures of the grant as specified in the Project Grant Agreement.
6. Preference will be given to Education Project Grant proposals that demonstrate the ability to obtain at least a one-to-one funding match.
7. The Foundation usually considers grant amounts up to \$6,000, but the award amount may be more if funding is available.
8. The Ciri Foundation may consider a project more than once if there is a significantly different component described in repeat applications.

Application Deadlines

Applications must be *received* by The Ciri Foundation by the stated deadlines to receive consideration. Late applications will not be considered for the deadline. Applicants are encouraged to submit their application early and call The Ciri Foundation to discuss project ideas prior to submission.

- **March 1**
- **June 1**
- **September 1**
- **November 1**

Complete Education Project Grant Proposals will be submitted to The Ciri Foundation Board of Directors at the next scheduled board meeting after the application deadline. The Ciri Foundation Board of Directors usually meets three times a year.



Proposal Submission Process

1. Upon receipt of a proposal, The Foundation will send the applicant an acknowledgment letter via email/mail, which may contain questions and/or requests for additional documents. Please provide a written response to each question or a copy of the document(s) as noted.
2. The Foundation Board of Directors will *usually* make decisions on proposals within 30-60 days following each Project Grant application deadline.
3. Notification letters will be sent to the applicant within 5-10 business days of Board action.
4. If a Project Grant is awarded, a Project Grant Agreement must be signed by both The Ciri Foundation and the grantee prior to release of award funds.

Review Criteria

Grant applications are reviewed based upon the following criteria:

1. Appropriateness of the Project Grant proposal to The Foundation's Education Goals and Project Grant Guidelines.
2. Communicated need for the project in the field of education.
3. Involvement and direct impact upon original enrollees and/or lineal descendants of Cook Inlet Region, Inc.
4. The extent to which the project impacts the targeted audience.
5. The extent to which the project impacts the general public.
6. Clarity of purpose.
7. Realistically defined tasks to achieve the project's goals and objectives.
8. Appropriate and clearly stated project evaluation plan that shows impacts and success toward reaching education goal(s).
9. Demonstration of available funds that at least match the amount of funds requested from The Ciri Foundation. The Ciri Foundation generally prefers not to be the "first dollars" in to a project.
10. Feasibility of project budget and timeline.
11. Innovation of project plan.

Project Completion Requirements

Upon completion of the approved Project Grant, the following information must be submitted to The Foundation by the Grantee *no later than thirty (30) days after the end of the grant period*:

1. A ***signed*** copy of the Education Project Grant Program Evaluation Report Form.
2. A copy of the complete financials for the project showing all TCF expenditures.
3. A copy of the materials or news releases that tell about the project or results from the project.
4. Any unexpended balance of grant funds from The Foundation may need to be returned to The Foundation.
5. Any further items requested within the award letter received from The Foundation indicating Board requirements.
6. See Section "E" in the Project Grant Program Evaluation Report Form.
7. In addition to submitting the information listed above to The Ciri Foundation at the completion of the grant project, all grantees must submit a brief story about their projects with appropriate photo(s) on The Ciri Foundation's website via the "Share Your Story" link: <http://thecirifoundation.org/share-your-story/>.

Note: The Ciri Foundation requires the Project Grant Evaluation Report Form within 30 days after the Project completion (end) date stated on the original proposal, or requires an official written request for an extension. If the Project Grant Evaluation Report Form is not completed and submitted, further Project Grant proposals may not be considered.



Other Important Information

1. The final decision for grant application approval is made by The Foundation's Board of Directors.
2. Failure to comply with grant criteria of The Ciri Foundation may be grounds for ineligibility for future grants from The Foundation until the matter has been remedied.
3. Grant awards are effective for the approved project period.
4. **Requests for changes to the Project timeline, budget, or scope must be submitted in writing to The Ciri Foundation for consideration. If the requested change is approved, The Ciri Foundation will send a written response making note of this change within thirty days of receipt of the request.**

The Ciri Foundation Does Not Fund the Following:

- The Foundation does not provide grants for endowments, buildings, or equipment, nor does it give loans.
- Funding shall not be considered for projects that have been completed prior to action on the proposal by The Foundation Board of Directors.
- Foundation grants are not to be treated as conduits for re-granting of funds (example: travel or scholarships).
- Grants cannot be made to other private foundations.
- Funds may not be used for lobbying or propaganda efforts to influence legislation of any type.

If you have any questions about filling out the application form or submitting a project grant proposal for consideration, please contact TCF anytime.

Phone: (907) 793-3575 | Toll-Free: (800) 764-3382 | Email: tcf@thecirifoundation.org



INFORMATION TO BE SUBMITTED- EDUCATION PROJECT GRANT PROPOSAL

To apply for an Education Project Grant from The Ciri Foundation, the following information and materials must be submitted for full consideration.

Complete Application Form (page 7 in this packet)

Proof of Eligibility, (i) a copy of the organization's IRS determination letter of Section 501(c)(3) status and public charity classification (if a nonprofit organization), (ii) current listing in the Federal Register list of Native entities within the State of Alaska that are federally recognized and eligible to receive services from the United States Bureau of Indian Affairs (if a tribal organization); or (iii) statement that the applicant is a public school or state institution of higher learning.

Proposal Narrative, including:

1. Statement of need (why this project should be done).
2. Statement of project goal (purpose).
3. Project objectives (the measurable outcomes that are expected to be accomplished within the scope of the project).
4. Activities (tasks) to be performed to achieve the project objectives.
5. Description of the anticipated end result(s) of the project.
6. Summary of the education topics to be used in the project and how these will be communicated to participants.
7. Identification of the intended audience (i.e., children, young adults or all ages; Alaska Natives or the general public, etc.) and the number of people expected to participate in the project.
8. Description of how the project will impact and involve original enrollees and/or lineal descendants of Cook Inlet Region, Inc. in the project (1) during project development and (2) upon outcome. Please estimate a percentage of the audience that is enrolled in Ciri and/or descendants of Ciri. List individual names if known and provide statistics or demographics as appropriate.
9. Explanation of how this project will make a difference in the field of education for Alaska Native peoples.
10. Description of how the project's outcomes will be shared with the community.
11. Specific project timeline.
12. Evaluation plan (to measure the extent of the project's successful outcome and impact for participants in regard to educational attainment, enrichment, or identification of possible solutions to educational issues). Please include samples of any/all questionnaires to be used.

Complete Budget Form (page 8) and Budget Narrative (page 11), including:

1. An itemized listing and explanation of how Foundation funds would be used.
2. A detailed listing of all funders to the specific project or program must also be included. The detailed fund list must indicate if the proposals to the other listed funders have been approved, are pending response, or have been denied.
3. Please explain how the project will be impacted if less funding from The Ciri Foundation were to be received.

Additional Required Documents, including:

1. At least three letters of support for Project - **local Alaska Native community support highly recommended. Letters of reference should include referee's signature and contact information.**
2. A copy of the organization's most recent audited financial statement (if not applicable, contact The Foundation).
3. A current list of proposing organization's board of directors.



2021 Education Project Grant Application Form

PROJECT PROPOSAL INFORMATION

Project Name:

Project Dates (MM/DD/YYYY): Project Begins: / / Project Ends: / /

APPLICANT IDENTIFICATION

Organization Name:

Mailing Address:

City: State: Zip:

Chief Administrative Person:

Title:

Phone: () -

Fax: () -

Email:

Active Project Contact Person:

Title:

Phone: () -

Fax: () -

Email:

Website:

Non Profit Status: IRC 501(c)(3): Other (specify):

Organization Federal Employer I.D. Number:

PROJECT BUDGET SUMMARY

Cash Provided by Applicant	\$
In-Kind Provided by Applicant and Other Sources	\$
Cash Committed by Other Sources	\$
Cash Requested from The Ciri Foundation	\$
<u>Cash Amount Yet-to-be-Identified</u>	<u>\$</u>
TOTAL Project Budget (Cash only)	\$

CERTIFICATION

I certify that all information contained in this application, including all attachments and supporting materials, is true and correct.

Signature: _____ Date: _____

Authorized Officer's Name: _____ Title: _____



2021 Education Project Grant Program Budget

Organization Name:

Project Name:

SOURCES OF FUNDS

Please note if funds are Pending (P), Confirmed (C), or Denied (D).

	Cash	In-Kind	Total
Amount provided by Grant Applicant	\$	\$	\$
Corporate Support	\$	\$	\$
Other Foundation Support	\$	\$	\$
Other Private Support	\$	\$	\$
Government Support	\$	\$	\$
Other Revenues	\$	\$	\$
<u>Amount requested from The Ciri Foundation</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
TOTAL	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>

EXPENSES

*Please attach itemized calculations and explanations for each line item on separate paper. Please clarify how these line items fit into overall budget if this is a subset of a larger budget. This information will be compared to budget explanation. **Requests for changes to the Project timeline, budget, or scope must be submitted in writing to TCF for consideration.***

	Cash	In-Kind	Total
Personnel/Administration/Indirect*	\$	\$	\$
Professional Contract Services	\$	\$	\$
Travel (TCF does not fund)	\$	\$	\$
Per Diem	\$	\$	\$
Space Rental	\$	\$	\$
Equipment Rental	\$	\$	\$
Marketing	\$	\$	\$
Permission and other fees	\$	\$	\$
Printing	\$	\$	\$
Supplies	\$	\$	\$
Insurance	\$	\$	\$
Phone/Postage	\$	\$	\$
Shipping	\$	\$	\$
Other (specify):	\$	\$	\$
<u>Other (specify):</u>	<u>\$</u>	<u>\$</u>	<u>\$</u>
TOTAL	\$ <u> </u>	\$ <u> </u>	\$ <u> </u>

***Contact TCF to discuss reasonable indirect expenses, if needed**



2021 Education Project Grant Agreement

Instructions: Please fill the "Grantee" sections on page 9 and 10 when submitting an application. For "type of organization", please refer to the Eligibility section on page 3 to denote if the applying organization is a 501(c)(3) nonprofit, federally recognized tribe, or other eligible organization.

This Education Project Grant Agreement ("Agreement") is entered into by and between The CIRI Foundation, an Alaska nonprofit corporation ("Grantor") and:

_____, a _____ ("Grantee").
ORGANIZATION NAME TYPE OF ORGANIZATION

The federal tax law imposes restrictions on the activities and grants of private foundations such as Grantor. These restrictions are enforced by stringent penalties. In order to ensure that federal tax law requirements are met, Grantee agrees to the following terms and conditions with respect to the Project Grant described in the attached notification letter, which is incorporated into this Agreement by reference. While this grant is to be restricted/intended for use for the purposes described in the grant proposal, this grant award shall not be deemed to be contingent/conditioned upon the accomplishment of any specific, measurable barrier (unless that condition is specifically identified below).

1. Grantee represents that it has either (a) received an IRS determination of Section 501(c)(3) status and classification as a public charity (other than as a non-functionally integrated Type III supporting organization) under Section 509(a), and that such letter has not been revoked or modified; or (b) a tribal organization that appears in the current Federal Register list of Native entities within the State of Alaska that are federally recognized and eligible to receive services from the United States Bureau of Indian Affairs.
2. The Project Grant must be used exclusively for the charitable and educational purposes specified in the notification letter ("Project"), and for no other purposes. Any part of the Project Grant funds, and any income earned on such funds, that is not used, or that is used for a purpose other than the charitable and educational purposes of the Project, must be returned promptly to The CIRI Foundation.
3. No part of the Project Grant may be used to attempt to influence legislation (i.e., to lobby) or to support or oppose, directly or indirectly, any candidate for public office.
4. If Grantee is sponsoring one or more individuals in connection with this Project Grant, Grantee acknowledges that it is solely responsible for the selection of any such individual(s) using objective and nondiscriminatory criteria, and that the Grantor will play no role in such selection process (provided, however, that any such individuals must be original enrollees to Cook Inlet Region, Inc. and/or their lineal descendants); for the financial administration of any portion of the Project Grant provided by Grantee to any such individual(s); and for ensuring that the Project Grant is used solely for the purposes of the Project.
5. Within thirty (30) days after completion of the Project, the grantee will make a final report to the Grantor detailing all expenditures made from the Project Grant funds, including salaries, and supplies and indicating the progress made toward the goals of the Project Grant.
6. The Grantee will indicate the Project Grant separately on its books of account, charge expenditures made in furtherance of the Project Grant purposes against the Project Grant, and keep records adequate to enable the use of the Project Grant funds to be checked readily.
7. The Grantee will keep all records pertaining to this Project Grant along with copies of the reports submitted to the Grantor, for at least four (4) years and make the records available to the Grantor at reasonable times.



8. No part of this Project Grant may be used by or for the benefit of any "disqualified person(s)" with respect to The Ciri Foundation within the meaning of the federal tax law, specifically Cook Inlet Region, Inc., any officer or director of The Ciri Foundation, the spouse, ancestors, children, grandchildren, great grandchildren, and the spouses of children, grandchildren, and great grandchildren of any such individuals, and any entity owned more than 35% collectively by any of the foregoing. Grantee is responsible for compliance with this requirement.
9. Any publications/materials in connection with this Project Grant must state "Funded in part by The Ciri Foundation" (in no smaller than size 12pt font), and must include the TCF logo. Grantee may download a copy of the logo from TCF's website at <https://thecirifoundation.org/project-grants/grantee-resources/>.
10. Requests for changes to the Project timeline, budget, or scope must be submitted in writing to The Ciri Foundation for consideration. If the requested change is approved, The Ciri Foundation will send a written response indicating its approval within thirty days of the request.
11. Amendments to this Agreement will be effective only if made in writing and signed by authorized representatives of both Grantor and Grantee.

The Grantor is available to discuss any questions the Grantee may have about the effect of these terms and conditions or concerns or about the requirements as outlined above. If during the course of the Project Grant period Grantee seeks more information regarding the application of one or more of the terms and conditions to a particular problem or situation, the Grantor is pleased to consult with the Grantee.

Grantee acceptance of these terms and conditions must be indicated below by the signature of the officer or officers who are, under Grantee's by-laws or other organizing documents, or the laws governing the Grantee organization, authorized to execute contracts on behalf of the Grantee organization. Please make a copy for your organization and return the executed original Agreement to the Grantor.

This Grant Agreement is hereby agreed to by:

GRANTOR:

The Ciri Foundation

3201 C Street, Suite 506, Anchorage, AK 99503

Authorizer Signature: _____

Date: _____

Printed Name: Susan A. Anderson, M.Ed.

Title: President/CEO

GRANTEE:

Organization Name: _____

Address: _____

Authorizer Signature: _____

Date: _____

Printed Name: _____

Title: _____



2021 Education Project Grant Proposal Narrative Template

- 1. Statement of need (why this project should be done).**
- 2. Statement of project goal (purpose).**
- 3. Project objectives (the measurable outcomes that are expected to be accomplished within the scope of the project).**
- 4. Activities (tasks) to be performed to achieve the project objectives.**
- 5. Description of the anticipated end result(s) of the project.**
- 6. Summary of the education topics and types of communication to be used in the project and how these will be communicated to participants.**
- 7. Identification of the intended audience (i.e., children, young adults or all ages; Alaska Natives or the general public, etc.) and the number of people expected to participate in the project.**
- 8. Description of how the project will impact and involve original enrollees and/or lineal descendants of Cook Inlet Region, Inc. in the project (1) during project development and (2) upon outcome.**
- 9. Explanation of how this project will make a difference in the field of education for Alaska Native peoples.**
- 10. Communication plan – Describe how the project’s opportunities will be shared with the intended audience and how outcomes will be shared with the community.**
- 11. Specific project timeline**
- 12. Evaluation plan – Please include samples of any/all questionnaires to be used and if participants are minors please do not use name.**



2021 Education Project Grant Budget Narrative Template

- 1. An itemized listing and explanation of how Foundation funds would be used.**
- 2. A detailed listing of all funders to the specific project or program must also be included. The detailed fund list must indicate if the proposals to the other listed funders have been approved, are pending response, or have been denied.**
- 3. Please explain how the project will be impacted if less funding from The Ciri Foundation were to be received.**



2021 Education Project Grant Evaluation Report

Organizations that receive a Project Grant from The Ciri Foundation must complete and submit this Evaluation Report and related materials within **thirty (30) days** of Project completion date in order to be considered for any future Foundation Project Grant funds.

A. Applicant:

Organization Name:

Mailing Address:

Email:

City:

State:

Zip:

Contact Person:

Phone: () -

Fax: () -

B. Project Information

Name:

Start Date:

End Date:

C. Budget: Total Revenues: \$

Total Expenses: \$

Total TCF Grant: \$

Total TCF Grant Spent: \$

D. Program Report (Please respond to each question below)

Part 1. Describe how the Project was carried out. Please be concise. What was the purpose of the Project? What did you do? How did you reach your intended audience?

Part 2. What was the impact or measurable change caused by the Project? What has improved or how are participants better off because of this project? What specific skills or knowledge did participants gain as a result of their involvement?

Part 3. Were there *any* changes in your Project from what was stated in your approved application to The Foundation? If so, please explain what they were and why.

Part 4. Were you able to accomplish the Project within the stated budget? If the response is "no," please explain the circumstances.

Part 5. Were you able to accomplish the Project within the stated timeline? Were you able to complete all the stated activities? If the response is "no," please explain the circumstances.

Part 6. Were you able to achieve the Project's objectives? Please reiterate project objectives in response. If the response is "no," please explain the circumstances.



Part 7. Who were the individuals that benefited directly from your activities? Including CIRI Shareholder families, other Alaska Natives and the general public actual total audience, participants (children, youth and adults), etc.

Part 8. Describe and analyze the response of the project's audience. Were questionnaires or other means used to solicit feedback on the project, and, if so, what was learned? Are those who participated satisfied with the program? Please include samples of any questionnaires used in addition to the information gathered with them.

Part 9. If the project were conducted again, what could be done differently to strengthen it, or use resources more effectively?

E. Attachments to The CIRI Foundation Evaluation Report

Please enclose the following information and/or items with this completed TCF Evaluation Report:

- A copy of the news releases that tell about the Project.
- A copy of the Project's program/s or catalogue/s or published/produced material/s.
- A copy of the final Project accounting report.
- A check for the unexpended balance of the Project Grant funds the organization received from The Foundation, if any, that are to be returned to The Foundation.
- A photo which would be suitable for use in Foundation Newsletters or Annual Reports.
- "Share Your Story" on www.thecirifoundation.org describing the project- may be submitted by a participant. (You may also attach a project summary, highlights, or story to your Evaluation Report as a supplemental document. Please indicate any photo(s) you would like to accompany the story posted online. Responses to Part 1 and Part 2 may serve as a story if no other is provided.)

This Project Grant Evaluation Report was completed by:

Signature: _____ Date: _____

Authorized Officer's Name: _____ Title: _____

Please contact The CIRI Foundation if you have any questions about the Evaluation Report or any supplemental items.