

Section  
**15** **Altrusa Foundation**

---

The Altrusa International Foundation, Inc.

Foundation Grants Program

Incorporating a Local Club Foundation

---

*“Never doubt that a handful  
of committed individuals  
can truly change the world.”*

— Margaret Mead —

## THE ALTRUSA INTERNATIONAL FOUNDATION, INC.

The Altrusa International Foundation was established in 1962, as a 501(c)(3) not-for-profit corporation which accepts and administers contributions from Altrusa clubs, individual members, and the general public for its programs. Its mission is to improve economic well-being and quality of life through a commitment to community services and literacy.

---

### **Board of trustees**

The Altrusa International Foundation, Inc. is an entity independent of Altrusa International, Inc., with its own Board of Trustees, six (6) qualified Altrusans, directly elected by the delegates at each International Convention.

The Board of Trustees elects its own Chairman and Vice Chairman from the six (6) sitting Trustees.

There are the following appointed Committee Chairmen:

- Development Chairman
- Education/Marketing Chairman
- Finance Chairman
- Grants Chairman

A member of Altrusa International, Inc.'s Executive Committee, appointed by the International President, serves as the Association Representative to the Foundation Board, along with the Legal Advisor, and the Secretary/Treasurer. These members all serve as Ex-Officio members of the Foundation's Board of Trustees.

---

### **Foundation grants**

In 1987, literacy became the main focus of the Foundation and in 1994-1995 the Foundation expanded the grant program to include grants to clubs and individuals for non-literacy projects. Grant guidelines and criteria can be requested from the Foundation Administrative Assistant at the International Office

---

### **Foundation Endowment Fund**

The Foundation Endowment Fund was established in 1992 to mark the 75<sup>th</sup> anniversary of Altrusa International, Inc. Interest income from the Endowment Fund is currently being used to support the following programs:

- Association's Letha H. Brown Literacy Awards, District and International awards
- Dr. Nina Fay Calhoun International Relations Award
- Association's ASTRA Club Service Awards, given to three ASTRA clubs annually
- Foundation's Community Leadership Award, given annually to recognize individual achievement by a volunteer

---

**Disaster Relief Fund**

The Disaster Relief Fund enables Altrusa to respond immediately to the traumas of natural disasters. During the years, the Foundation has sent funds to accredited relief agencies around the world to assist victims of disasters.

---

**Club 21**

The Club 21 program was established in 1997 to support the Safe Haven Project. Each year, the Safe Haven Project hosts Camp Safe Haven which provides over 300 children infected with HIV and AIDS, week-long camp experiences at two different sites. It costs approximately \$1,000 per child; there are no expenses to the families, and the entire staff of professionals and volunteers donate their time and services.

The Club 21 program has expanded to include work with HIV/AIDS agencies world wide.

With an annual contribution of \$21 (US) or more to the Altrusa International Foundation, individuals can become members of Club 21. As a member, one receives the special gold and white Club 21 pin, signifying participation in a program that every Altrusan can be proud of.

---

**Lamplighter recognition program**

The Lamplighter recognition program honors an Altrusan who contributes \$500 or more to the International Foundation in one year's time; that individual is awarded a specially designed Lamplighter pin. Additional contributions of \$500 in succeeding years provide the honoree with a Lamplighter pendant; a diamond chip is awarded for each additional \$500 contribution in succeeding years.

When the tenth level of Lamplighter support is reached, the honoree is designated a "Lucente Lamplighter" and receives an additional Pin signifying they have reached that donor level.

---

**Publications**

The Altrusa International Foundation utilizes each issue of the *Altrusa Accent* to report the Foundation's activities and publish the names of those clubs and individuals who have made contributions to the Foundation. It also produces an annual report which is sent to all International Foundation trustees; International officers; committee chairs and appointees; past International presidents; District Foundation liaisons; and local Altrusa club presidents.

---

**District Foundation Liaisons**

Each District appoints a Foundation Liaison to promote understanding of the Altrusa International Foundation, Inc., and its mission. She/he also serves as a communication link between the International Foundation Board, District programs, and club programs. Your District Governor can provide the name of your Foundation Liaison.

## FOUNDATION GRANTS PROGRAM

Grants from the Altrusa International Foundation, Inc. will be made to assist Altrusa clubs in sponsoring individuals who need assistance in improving the quality of their lives and those of others through continued education either in the field of literacy or in vocational/technical training. Foundation grants may also assist the graduate student from a developing country in completing his/her studies. (An individual may not have received a previous grant from the Altrusa International Foundation.)

The International Foundation also awards grants to Altrusa clubs to assist with their local community service projects.

Altrusa International Foundation grants range from a minimum of \$250 to a maximum of \$1,000, based on need and funds available.

The Altrusa International Foundation, Inc. reserves the right to make the final decision on all applications.

---

### **Grant application processing schedule**

The following is the grant application schedule, which is used by the Foundation Grants Committee in reviewing all applications:

*September 15*, grant requests due from clubs

*October 31*, decisions made on all applications received by *September 15* deadline

*November 30*, approved grant applications received by the *September 15* deadline funded

*March 15*, grant requests due from clubs

*April 30*, decisions made on all applications received by the *March 15* deadline

*May 15*, approved grant applications receive by the *March 15* deadline, funded

A club may receive only one (1) Foundation Grant per fiscal year (June 1 - May 31)

---

### **How do I obtain Foundation materials?**

The following materials can be obtained from the Foundation Administrative Assistant at the International Office in Chicago or downloaded directly from the Altrusa International website ([www.altrusa.com](http://www.altrusa.com)):

- Local Club Foundation 501(c)(3) Information Packet
- Grant Guidelines and Criteria
- Grant Applications - Project and Individual Grant Applications
- Grant Follow Up Forms
- Mock Grant Application
- Foundation Brochures
- Club 21 Brochures
- Planned Giving Brochures
- Foundation Annual Report
- Community Leadership Award Application

## **INCORPORATING A LOCAL CLUB FOUNDATION**

---

### **Request a packet**

The packet from the International Foundation will contain the following items:

- Instructions
- Prototype Articles of Incorporation
- Prototype Bylaws

---

### **Instructions for incorporation**

1. The board of directors of the club must approve formation of the Foundation, and this approval should be clearly reflected in the board minutes.
2. The membership of the club must approve formation of the Foundation and this should be clearly reflected in the board minutes.
3. You must have a local attorney prepare the Articles of Incorporation and Bylaws for you. Use the prototypes provided in the packet and change them only where necessary to conform to local law.
4. Before filing the Articles with the required state offices (and some county offices), you must submit 3 copies of the following items to headquarters:
  - a. Articles of Incorporation
  - b. Bylaws
  - c. Minutes of Board of Directors and club meetings, evidencing approval of Foundation
  - d. Copy of completed Form SS-4, Application for Employer Identification Number.

Headquarter's staff will keep one copy in the Foundation file; send one copy to the Foundation chairman and one copy to the legal advisor for review. Upon approval of the legal advisor (and after making any requested changes), the Articles should be filed with the appropriate state office.

5. Once the Articles have been filed, the Foundation President should send a memorandum to Headquarters with notification of the filing date.
6. Form SS4, Application for Employer Identification Number, (EIN), should be sent to the IRS. Headquarters should be notified of the number when it is assigned.
7. After filing, for the EIN number, the local Foundation President informs Foundation chair, requesting that the local Foundation be included with the Foundation's group exemption number.

---

**General  
Instructions**

- You must keep two separate bank accounts and separate books and records for the club and foundation.
- Only funds relating to the Foundation’s service project activities (which may include contributions to the International Foundation) should be run through the Foundation’s bank account and books. It is permissible to pay the expenses of a particular project out of fund-raising proceeds.
- You may tell people that their contributions are tax-deductible. However, remember that only that portion of the contribution in excess of the “value” received is deductible, not the entire contribution. For example, a Foundation sponsors a fashion show-luncheon, with tickets selling for \$15.00 and the meal costing \$5.00. Only \$10.00 of each ticket is deductible, and your tickets should so indicate. For contributions of noncash items (used clothes, etc.), the contributor should specify the value. Be prepared to give a receipt, identifying what was donated, but the foundation should not set the value of the donation. Leave it up to the contributor.
- You may provide for any number of directors, providing you meet the minimum number required by the laws of your state. You may want to provide that the club’s board of directors is also the Foundation’s Board of Directors, or you may wish to have outside community people serve on the Board. The majority of the Board should be Altrusans, however.
- Each Foundation should file a Form 990 each year, even if its “gross income” is less than \$25,000. You must forward a copy of your completed Form 990 to headquarters each year.