

Grant Application Process

1. **How to Apply:** Community foundations should [submit new applications](#) for each student intern hired. Applications should be submitted before the student's start date at the foundation and no later than two weeks after they begin work.
 - a. *You will be asked to provide the intern's contact and academic information, type of work they will be involved with, hourly pay rate, start and end dates, which may or may not coincide with the school semester, and estimated hours and weeks they will work.*
2. **Application Approval:** You will receive an email from IPA regarding approval of your grant request, which includes a unique link for completing your grant report.
 - a. *Payment is released at the end of the internship on a reimbursement basis.*
3. **Reporting & Payment:** Payment is mailed after IPA receives your final report, which is due no later than 30 days after the intern completes their work for the semester.
 - a. *You have the opportunity to adjust your grant request on your report to more accurately reflect the intern's actual hours worked.*

Questions can be sent to cfintern@inphilanthropy.org.

Community Foundation Eligibility

1. Community foundations and affiliate funds that satisfactorily participated in previous GIFT phases and/or programs are eligible to take part in this program. Indiana Philanthropy Alliance reserves the right to determine, in consultation with Lilly Endowment Inc., whether the organization's participation in a previous phase/program was satisfactory.
2. The foundation must be legally established as a community foundation in the state of Indiana and a public charity recognized by the Internal Revenue Service. (An affiliate fund must apply through the community foundation with which it is affiliated.)
3. If more than one community foundation serves a county, each community foundation should apply separately for their respective interns.
4. The community foundation or affiliate fund must have a board of directors or county committee that broadly represents the county it serves.
5. The community foundation or affiliate fund must be able to demonstrate that financial controls and procedures are in place to safeguard and account for its assets.
6. Participation will not be required as a condition for taking part in any future GIFT programs the Endowment may offer.

Student Eligibility

1. The intern must work directly for the community foundation or a program housed within the foundation, and not an outside entity or nonprofit. The nature of the intern's work must be in support of the community foundation and its mission.
2. The intern must be a full- or part-time undergraduate or graduate student who is admitted and/or enrolled in a two-year or four-year accredited college or university from the following list of accreditation organizations, all approved by the Council for Higher Education Accreditation.
 - Accrediting Commission of Career Schools and Colleges
 - Accrediting Council for Continuing Education and Training
 - Accrediting Council for Independent Colleges and Schools
 - Council on Occupational Education Distance Education
 - Accrediting Commission Higher Learning Commission of NCACS
 - Middle States Commission on Higher Education
 - Middle States Commission on Secondary Schools
 - New England Commission of Higher Education
 - Northwest Commission on Colleges and Universities
 - Southern Association of Colleges and Schools
 - Western Association of Schools and Colleges
3. Graduating seniors who are not enrolled in or pursuing an advanced degree following graduation are not eligible for the CFI program once they have graduated and are no longer considered students.
4. The intern must be enrolled in an accredited college or university. Students enrolled in colleges or universities outside of Indiana are eligible, beginning in 2025.