



Fred A. and Barbara M. Erb Family Foundation Grant Guidelines

Mission

To nurture environmentally healthy and culturally vibrant communities in Metropolitan Detroit, consistent with sustainable business models, and support initiatives to restore the Great Lakes Ecosystem.

Guiding Principles & Values

The Foundation is committed to the following standards and approaches in support of its mission:

- *Sustainability*: The harmonizing of economic, environmental, and social interests, meeting the needs of the present without compromising the needs of the future. Progress towards sustainability is rooted in the actions and decisions by individuals, private enterprises, and local communities, and a special focus on the role of business to help transition to sustainability is a key approach to be encouraged;
- *Organizational effectiveness*: A commitment to continuous rigor, accountability, learning, and improvement, and an alignment of programmatic, management, operational, and financial capacities in support of clear goals and objectives;
- *Collaboration*: Efforts to bring together multiple, diverse stakeholders to develop solutions that address complex problems; and
- *Leadership and key allies*: Energetic, visionary champions and leaders who have a broad base of support.

The Environment

Desired Outcome: An environmentally healthy City of Detroit, Metropolitan Detroit region, and Great Lakes Ecosystem.

Great Lakes

Desired Outcome: Improved water quality in the Great Lakes basin, especially the watersheds impacting Metro Detroit and Bayfield, Ontario, through the elimination of polluted run-off and other threats, resiliency to climate change, and individual and institutional stewardship.

The Foundation will consider support for activities that:

- Promote green stormwater infrastructure to achieve community development as well as water quality goals;
- Inform and engage individuals, business, and government about how their daily activities, choices, and policies can help improve their watershed;
- Improve binational cooperation and policies on the Canadian and U.S. sides of the border to improve water quality; and
- Align environmental research, policy, and practice to work toward a healthy Great Lakes.

Environmental Health, Justice, & Equitable Development

Desired Outcome: Sustainable (“triple bottom line”) development, sustainable business models, and public policies that are socially equitable and sensitive to environmental and public health concerns in the Metropolitan Detroit region.

The Foundation will consider support for projects that:

- Promote sustainable (“triple bottom line”) development – development that balances present and future sustainable business models, environmental, and social outcomes;
- Encourage entrepreneurial and responsible business solutions to the region’s environmental issues;
- Build a healthy and equitable local food system based on sustainable solutions;
- Strengthen collaborative, community-based efforts working at the intersection of environmental justice, sustainable business, and public health, that align research, policy and practice, and developing local environmental citizenship, advocacy, and leadership; and
- Promote cooperation and collaboration between consumers, the business community, and government agencies to develop policies and practices, encourage green chemistry, and address significant environmental toxins and pollutants.

Arts

Desired Outcome: A culturally vibrant City of Detroit and Metropolitan Detroit region where arts contribute to the area’s economic, social, and creative well-being.

Anchor Arts Organizations

Desired Outcome: A strong central city and vibrant neighborhoods in the City of Detroit that also contribute to the quality of life in Metro Detroit.

The Foundation will provide:

- General operating support to a diverse but defined set of organizations that represent the cultural mainstays of the region, including those that have historical significance to the Erb family; and
- Additional support to these anchor institutions in exceptional cases for time-limited, large-scale transformational efforts. This may take the form of capital or endowment campaigns, major physical infrastructure needs, innovative and comprehensive marketing and outreach efforts, or significant investments that will strengthen their position as cultural anchors. The Foundation is particularly interested in using its support of these efforts to attract new and additional philanthropic resources for the organization, so grants in this area will typically be challenge grants.

Please note that the Foundation will not accept unsolicited applications in these areas.

Arts & Community Life

Desired Outcome: Robust community participation and more attractive, prosperous neighborhoods in Detroit and other economically challenged areas across Metropolitan Detroit, contributing to a stronger region.

The Foundation will consider project support for activities that:

- Strengthen individual neighborhoods through cultural activities and public art;
- Expose and engage residents and audiences in opportunities for creative expression and participation in order to build community, with an emphasis on projects that:
 - explore the intersection of arts and the environment, or
 - build on the community's artistic roots and history to support its cultural and economic renaissance; and
- Develop the support infrastructure to help create an economically sustainable arts community.

Jazz Education

Desired Outcome: The continuation of Detroit's strong jazz tradition, and Fred Erb's legacy of jazz patronage, by educating the next generation of musicians.

The Foundation supports jazz instruction for musically talented, economically challenged youth.

Alzheimer's Research

Desired Outcome: A world free of Alzheimer's disease.

The Foundation will support leading research regarding the prevention, management, and treatment of Alzheimer's disease.

Please note the Foundation will not accept unsolicited proposals in this area.

Special Opportunities

From time to time, the Foundation may also consider support for exceptional opportunities that fall outside of its mission.

Please note the Foundation will not accept unsolicited proposals in this area.

Additional Considerations

Special Interest Populations:

The Foundation has identified two constituencies of particular interest for its work:

- *Young people:* Fred and Barbara Erb cared deeply about investing in young people within the family business and in their personal philanthropy. In light of the significant educational and employment challenges facing youth today, the Foundation is interested in efforts to serve, engage, or educate young people (teens and young adults) through the arts or environmental activities.

- *People of color:* The Foundation has a strong commitment to diversity, and recognizes that the interests and voices of racial and ethnic communities have historically been underrepresented in both the arts and the environment. Due to the large concentration of low-income communities of color in Detroit, and the disproportional impact of numerous environmental issues on these populations, the Foundation desires to support efforts that engage and benefit the most marginalized segments of the community. This is a topic of particular interest within the environmental movement where progress has been lagging.

Other Potential Partners:

- In exceptional cases, the Foundation may be open to partnerships — which may or may not involve grant support — with organizations working in other fields (i.e., not arts or environmental groups) and whose work may be enhanced by bringing the arts and the environment into those disciplines. The Foundation sees this as an opportunity to strengthen its impact and explore its goals through new partnerships.
- The Erb Family and the Erb Family Foundation have helped create valuable academic resources at the University of Michigan in the form of the Erb Institute for Global Sustainable Enterprise and the Water Center. We are interested in connecting these resources with the Foundation’s grantees and mission-related initiatives where practicable.

The Application Process

If you have not already done so, please review What We Fund to determine whether there is a potential match between your organization's work and our Foundation's interests.

We will only consider requests from eligible non-profit 501(c)(3) organizations for:

- The development or significant expansion of programs that meet our desired outcomes.
- General operating support for organizations whose core work fits our mission. Matching funds or other conditions may be required for these grants.

Geographic Area: The Metropolitan Detroit area of Wayne, Oakland, and Macomb Counties and the watersheds impacting those areas and Bayfield, Ontario. The Foundation also will consider select environmental programs that benefit the Great Lakes Basin as a whole.

Exclusions: We generally do not provide support directly to individuals or units of government, nor for loans, grants to support religious activities, capital projects, formal education or research (unless solicited by the Foundation), fundraising events, or conferences.

Grant Size and Term: The amount requested should be based on the size and scope of the organizational and program budget and the anticipated impact of the program. We will consider multi-year grants where appropriate.

When to Submit Your Application: A Letter of Inquiry may be submitted at any time. Grants generally are approved at our board meetings in March, June, September, and December.

Step 1: Determine Eligibility

To be eligible for a grant, your organization must (1) Be tax-exempt under section 501(c)(3) of the Internal Revenue Code and not a private foundation; (2) Have a current financial audit

conducted by an independent certified public accountant. (3) Have total revenues of at least \$100,000 for the preceding year. (4) In policy and practice not discriminate based on age, race, creed, gender, gender identity, religion, disability, sexual orientation, and ethnicity.

Step 2: Determine Program Fit.

Please review our Grant Guidelines (available on our website) to determine whether there is a potential match between your organization's work and the Foundation's interests. You may contact the Foundation to help you with this determination. Our geographic area includes Wayne, Oakland, and Macomb Counties of Michigan and the watersheds impacting these areas. We will consider requests for the development or significant expansion of programs that meet our desired outcomes or general operating support for organizations whose core work fits our mission. Matching funds or other conditions may be required. We generally do not provide support directly to individuals or units of government, nor for loans, grants to support religious activities, capital projects, research (unless solicited by the Foundation), fundraising events, or conferences. The amount requested should be based on the size and scope of the organizational and program budget and the anticipated impact of the program. We generally do not fund 100% of a program's cost. We will consider multi-year grants where appropriate.

Step 3: Submit a Letter of Inquiry Through Our Website.

A Letter of Inquiry (LOI) may be submitted at any time. Grants generally are approved at our board meetings in March, June, September, and December. LOIs must be submitted through our website; e-mail and paper inquiries will not be accepted. Please note that our requirement for an on-line application is not intended to minimize communication, but is simply one way for us to exercise environmental stewardship by reducing the amount of paper we generate. Please feel free to call us if you have questions about how to complete the on-line application form, if you need assistance with Internet access, or if you would like to discuss your program ideas before you submit your application. You should be notified within two to four weeks whether we are able to invite a Proposal. Foundation staff may contact you for additional information or a site visit at any point in the review process. Detailed instructions on the LOI and Proposal are included in the Grant Application Instructions on our website.

Step 4: The Proposal.

A Proposal may be invited based upon your LOI. The information you will be asked to include in the Proposal is specified in Section II of our Grant Application Instructions. A grant request typically should take three to five months to process from the time that the Letter of Inquiry is submitted, though certain requests may take longer. Again, Foundation staff may contact you for additional information or a site visit at any point in the review process.

Step 5: Post Grant Requirements.

If a grant is awarded, you will be asked to sign a Grant Agreement Letter. Progress reports will generally be due every six months.

For more information, please see our [Grant Application Instructions](#), Section VI

See our Reporting Requirements on the following page.

Fred A. and Barbara M. Erb Family Foundation Reporting Requirements

We have attempted to develop a practical approach to program evaluation. While most programs likely will not require a formal, outside evaluation, we do expect a thoughtful process and written report. Program evaluation provides ongoing, systematic information that strengthens projects during their life cycle and provides outcome data to assess the extent of change. Evaluations should include both Process and Outcome components, meaning that they will document the development and operation of the program (Process) as well as measure the program's impact (Outcomes). The purposes of our Reporting Requirements are therefore: (1) Grant Monitoring — to assure that funds are being spent as planned, (2) Measurement — to help assess the impact of the grant (3) Organizational Learning — careful collection and use of data should help ongoing program development and refinement.

New grants must submit a Progress Report after 6 months and a Final Report 2 months after the conclusion of the grant. Renewal Grants and Multi-Year Grants instead submit annual Progress Reports, due 10 weeks before the Board reviews the next grant installment, and a Final Report 2 months after the conclusion of the final Grant Term. Final Reports should be cumulative, covering the entire Grant Term. We will send you an email reminder approximately 4 weeks before your Report is due. The email will include a web-based link to submit your Report. We will only accept Reports submitted through that link. We also encourage regular, ongoing communication.

The Progress and Final Reports should answer the following questions

- What activities have taken place/services have been provided and which of the results or outcomes identified in your proposal as flowing from those activities have occurred (recognizing that it may take a full year or longer before some of these are observable)? Please be sure to specify the number of people served, the units of service provided and/or any other relevant quantifiable data. Please cumulate your data for us where possible.
- What challenges or disappointments did you encounter?
- What changes, if any, have you made or do you anticipate making and why?
- What specific steps have you taken towards securing additional and ongoing funding for the project or organization, and what steps do you plan to take over the next year?
- List program expenditures and revenue to date, following the original budget submitted with your proposal, showing variances if any (remember, you must request prior approval from the Foundation for material changes to your program or budget). General operating support grantees should instead submit the organization's internal (unaudited) financial report for their fiscal year-to-date.
- Attach a copy of your most recent audited financial statement if we do not already have it. Also include links or references to publicity and other materials regarding the program that would be helpful in improving our understanding of the program.