



14430 Indian Creek, Cleveland Ohio 44130

440-239-1239

[mail@reuterfdn.org](mailto:mail@reuterfdn.org)

[www.reuterfdn.org](http://www.reuterfdn.org)

*The Reuter Foundation is a family foundation originally founded in 1988 as a provider of human services and to assist other organizations that provide human services to those individuals who need them. The Reuter Foundation is dedicated to helping local organizations create meaningful and lasting change to help lift individuals out of poverty, reduce effects of intergenerational poverty, help previously incarcerated individuals re-enter the workforce, and more.*

## Contact Us

### **HEADQUARTERS**

**The Reuter Foundation  
14430 Indian Creek Drive  
Cleveland, OH 441130**

**440-239-1230**

### **Office Hours:**

**Tuesday/Wednesday 10am-2pm**

**Send general correspondence:**

**[mail@reuterfdn.org](mailto:mail@reuterfdn.org)**

**Send Proposals:**

**[proposal@reuterfdn.org](mailto:proposal@reuterfdn.org)**

**Send Grant Reports:**

**[reports@reuterfdn.org](mailto:reports@reuterfdn.org)**

## **BOARD MEMBERS**

**Robert Reuter, Founder President**

**Heidi Reuter Paul, President**

**Gretchen Reuter Bowen, Vice President**

**Mackenzie Paul, Treasurer**

**Holly Jokkel, Secretary**

**Tom Gaghan**

**Liz Painter**



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## Funding Guidelines

### Our Mission

**The Reuter Foundation strives to break the cycle of poverty in the most effective way by moving communities within Northeast, Ohio and around the World from survival to stability to success, by financially supporting organizations that help those struggling daily with the effects of poverty.**

### Our Focus

**The Reuter Foundation encourages proposals from Social Service Agencies in within Northeast, Ohio and around the World that:**

- Help individuals break the cycle of poverty and eliminate social inequities.
- Fund programs that assist underserved students in completion of high school, trade school and college curriculums with a special interest in programs that provide tutoring and mentorship.
- Assist preschool children of underserved families with early childhood education.
- Assist in affordable housing and domestic/intimate partner violence programs.
- Assist people who are facing substance abuse, addiction, mental health or a combination of these conditions.
- Aid organizations that provide job readiness and gainful employment programs for the underserved, and pre and post incarcerated individuals.
- Provide seed funding for new & innovative groundbreaking medical research projects.

### Areas of Interest

**We fund Social Service Agencies that focus primarily in areas of Inner-City and Early Childhood Education, Mental Illness, Families in Crisis, Prevention programs and Experimental Scientific Medical Research.**

- Early Childhood Education - Assist preschool children of underserved families with early childhood education.
- Abuse, Addiction & Mental Health - Assist people who are facing substance abuse, addiction, mental health or a combination of these conditions.
- Assist in affordable housing and domestic/intimate partner violence programs.
- Underserved Students - Fund programs that assist underserved students in completion of high school, trade school and college curriculums with a special interest in programs that provide tutoring and mentorship.
- Job Readiness - Aid organizations that provide job readiness and gainful employment programs for the underserved, and pre and post incarcerated individuals.
- Fund New Medical Research Projects - Provide seed funding for new innovative groundbreaking medical research projects.



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## Grants Not Considered

**We DO NOT consider funding for the following listed below.**

- Endowment or capital campaigns.
- General solicitations.
- Equipment purchases including but not limited to of film, video, or other media such as computers, software, printers, etc.
- Artistic or civic projects.
- Fundraising or awards events.
- Funding associated with attending conferences, travel, media projects, purchase of vehicles, repair of buildings, etc.
- Deficit financing, loans, or operational debt reduction.
- Political campaigns, or lobbying.

## **How to Apply**

### **SUBMITTING YOUR LETTER OR INQUIRY (LOI) OR PROPOSAL**

**The Reuter Foundation encourages organizations to submit LOI & Proposals  
by email to [proposal@reuterfdn.org](mailto:proposal@reuterfdn.org).**

**Be sure to include in the subject line: "LOI - (grantee name)" or "Proposal - (grantee name)".**

### **Letter of Inquiry (LOI)**

**For support from the Reuter Foundation, you must first submit a Letter of Intent (LOI) which should include the items listed below.**

- Contact Information: The name, title, telephone number, and email address for both the direct contact for this request and the head of the organization.
- One-page description briefly stating of your organization's mission, history. and how the Reuter Foundation can partner with you to help enhance your organization's programs/goals.
- Grant Request amount and how it will be used. If this Grant Amount is not included, you may get denied as a result.
- A Profit and Loss Statement (Income Statement) for the last two years.
- A Balance sheet from the last two years.
- An approved organizational annual operating budget for the current fiscal year with YTD actuals.
- IRS Section 501(c)(3) Determination Letter and designation as a public charity.
- A recent 990 tax form.

**Grant applicant will either be invited to submit a full grant proposal or will receive notification that the LOI was declined within 30 days of Letter of Inquiry.**



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## Full Proposal

**Should your organization receive an invitation to submit a full formal grant proposal, please be prepared to include the following with your application.**

- Printed on your organization's letterhead (no more than a 2-pages), a description of your organization.
- Desired funding amount and an explanation of how Reuter's dollars will be allocated.
- What the funds will be used for. List and describe programs and numbers served in each.
- What are the desired outcomes? How do you measure impact? Share outcomes that illustrate your impact.
- Describe staff (# full-time/# part-time/# volunteers and include bio of Executive Director).
- An updated financial statement (profit and loss).
- An updated Annual organizational budget.

**After we receive the proposal, the Board of Members may vote to have a Zoom meeting with the organization's staff to discuss the program further. This gives them a better understanding about the program and if they have any questions, they can be answered at this time.**

## Grant Decision

**Organizations who are awarded a grant from the Foundation will receive an email of congratulations which also begins the agreement phase of the process. Once the grant agreement is signed and returned to us, the grant will be issued by check within a two-week time period.**

## Grant Reporting

**Grant reports are important as a way for us to stay connected to your work, community needs and best practices. All grantees are required to submit a progress report. This is usually stated in the grant award letter. Each report should contain a narrative summary of the goals that have been met and financial accounting of grant fund expenditures. The Board carefully reviews this information. Reports should be submitted on the dates indicated in your grant award letter and emailed to us at [reports@reuterfdn.org](mailto:reports@reuterfdn.org).**

Thank you in advance for the time that you commit to completing these reports. We look forward to hearing about your progress and the impact our grant did for your organization.

The Board Secretary communicates with the grant applicant regarding specific questions. She will also secure external opinions about the grant proposal before review by the Board Members, who make the final funding decisions. The Board Secretary will make every effort to keep the applicant informed about the review process.