*Please return to:*

***Variety Office Use Only: 2017***

Date Received: \_\_\_\_\_ Board of Dir: \_\_\_\_\_

SubCommittee: \_\_\_\_\_ W9 Form: \_\_\_\_\_

501(c)(3): \_\_\_\_\_ Date of 990: \_\_\_\_\_

Area: \_\_\_\_\_ Date of Audit: \_\_\_\_\_

Grant Report

Included: \_\_\_\_\_

****

**Variety – the Children’s Charity**

505 5th Avenue, Suite 310

Des Moines, IA 50309

Phone: (515) 243-4660

stateoffice@varietyiowa.com

**2017 General Funding Grant Application**

**Section I**

Name of Organization DBA:

Organization’s Legal Name (if different than above):

Executive Director/CEO/President:

Contact Name for this application: Title: Address:

City, State, Zip:

Phone Number: Fax Number:

E-mail: Website:

Federal Tax I.D. Number: Year Founded: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant amount requested from Variety (in whole dollars): $

Grant would fund:

How many children do you serve? Daily Basis: **OR** Annual Basis:

How many children will this grant impact on a daily basis? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is their age range?

## What special needs or physical challenges do your children have?

If applicable, what year did you last receive a grant from Variety?

What was the grant used for in that year?

Amount Requested: Amount Granted:

Below, please show us how your organization is supported annually.

Please indicate the source for this information:

(i.e. audit, 990, budget or other with explanation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

And the time period covered:

Calendar year \_\_\_\_\_\_ or fiscal year beginning \_\_\_\_\_\_\_\_\_ and ending \_\_\_\_\_\_\_\_\_

**INCOME** Percentage:

City Grants $

County Grants $

State Grants $

Federal Grants $

United Way $

Title 19 or 20 $

Fees/Private Pay $

Corporate Gifts $

Individual Gifts $

Foundation Gifts $

Other (Explain) \_\_\_\_\_\_\_\_\_\_\_\_\_ $

**Total Income** $ 100 %

**EXPENSE**

Please show the expenses your organization incurs annually:

Administrative $

Fundraising $

Programs $

## Dues to National/Int’l Affiliation $

## Other (Explain) \_\_\_\_\_\_\_\_\_\_\_\_\_ $

**Total Expense** $ 100 %

Does your organization have an endowment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, what is the current balance? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the purpose for the endowment? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Does your organization have reserve dollars set aside? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If so, what is the current balance? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is the purpose for these reserve dollars? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What will you do if you’re unable to receive the requested funding? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The information provided in this application is true to the best of my knowledge.

Signature Date

Title

**Attachments**

Attachments A, B, C and D should be collated together with each copy of the Grant Application (for a total of **4** collated hard copies). Do not include brochures, DVDs, CDs, or additional marketing materials.

All submitted materials should be 3-hole punched and should fit easily into a 3-ring binder. Do not put your submitted materials in folders, binders, plastic covers, etc. Keep documents in order and do not use staples. Paperclips and rubber bands are acceptable. All documents may be two-sided. There is no need to put cover sheets in front of various attachments – save paper!

**ADDITIONALLY** you are required to email a completed Application, Attachment A, B, C, E, F, G, H and a digital photo of the children you serve to [stateoffice@varietyiowa.com](mailto:stateoffice@varietyiowa.com) by the due date/time. If you are unable to submit a photo due to privacy reasons please specify in the email. **This does not replace submitting the 4 hard copies to the Variety Office.**

**Proposal Checklist** (all items must be included for consideration) Email items to [stateoffice@varietyiowa.com](mailto:stateoffice@varietyiowa.com)

COMPLETED GRANT APPLICATION FORM (**4 hard copies plus email**).

ATTACHMENT A: OVERVIEW (**4 hard copies plus email**).

Please attach an overview of your organization and the services you provide.

ATTACHMENT B: PROJECT DESCRIPTION (**4 hard copies plus email**).

Please attach a summary that addresses the following categories: project description, what the

funds would purchase, needs statement, who will benefit, project budget, and project timeline.

ATTACHMENT C: BOARD OF DIRECTORS/GOVERNING BODY (**4 hard copies plus email**).

ATTACHMENT D: COMPLETED GRANT REPORTING FORM (**4 hard copies**).

If applicable, please include a copy of your completed Grant Reporting Form from 2016. If your

grant was for a van, you do not need to include the Van Status Report.

ATTACHMENT E: 501(c)(3) DESIGNATION letter from the IRS (**email only**). If you are unsure if

you are a 501(c)(3) contact the office at 515-243-4660.

\_\_\_\_\_\_ ATTACHMENT F: Submit a signed and current W9 FORM (**email only**).

ATTACHMENT G: Most recent AUDIT (**email only**). If you do not have an AUDIT performed,

please attach your most recent internal financials for the last 2 FULL years (balance sheet and

statement of activities).

ATTACHMENT H: Most recent 990 (**email only**).

\_\_\_\_\_\_ Digital photo of the children you serve (**email only**).

**Hard copies of the complete application must be RECEIVED (not postmarked) by the Variety office and the emailed version must be emailed no later than NOON on Friday, May 26, 2017.**

Please refer to the “General Grant Funding Guidelines” for additional information.