

VARIETY – THE CHILDREN’S CHARITY

2018 GENERAL GRANT FUNDING GUIDELINES

APPLICATION DEADLINE

For a Grant application to be considered, organizations must submit application forms and attachments in hard copy form and by email as detailed below and in the checklist within the grant application. **Both the hard paper copies and the email copies must be received in the Variety office no later than NOON on Friday, May 25, 2018.** If just the hard paper copy or the emailed copy is received, the application will not be considered and you will be notified. There will be no exceptions. Any applications received after May 25th at NOON will not be considered and you will be notified. We recommend you submit your application at least a week prior to the deadline to ensure you will meet the deadline.

Grant applications can be found on Variety’s website at varietyiowa.com under the Grants & Programs menu option. If you are requesting more than one grant, you must submit a separate application form for each request.

FUNDING GUIDELINES

Variety – the Children’s Charity is a non-profit organization providing funding to agencies that provide care, treatment, activities and shelter to at-risk, underprivileged, critically ill and special needs children. We primarily fund brick and mortar projects, equipment and other tangible items that directly impact children. Administrative needs (i.e., staffing, salaries, office space, etc.) and other intangibles will not be considered for funding. You must be a 501(c)(3) organization to apply for funds from Variety. If you have questions regarding eligibility, please contact Sheri McMichael at 515-243-4660 or sheri@varietyiowa.com. If your organization applies and does not fall within our guidelines, you will be notified accordingly.

GRANT REVIEW PROCESS

The Variety Board of Directors forms subcommittees and assigns a liaison to each request. Your liaison will not act as an advocate or as an adversary, but rather as a collector of data. It is our intent to ensure that liaisons do not have a potential conflict of interest. The liaison will contact your organization sometime in late June or July to follow up on your request. The review may be performed over the phone or the liaison may visit your organization. Your organization may be asked to make a short presentation to the subcommittee at the Variety office.

2018 GENERAL GRANT FUNDING GUIDELINES (CONT.)

The subcommittees will make recommendations to the Executive Charity Committee of the Board of Directors. Final approval of all grant requests will be made by the full Variety Board of Directors. Notification of grant decisions will be made **after** August 31, 2018.

Deadline: Hard copies and emailed copies RECEIVED in the Variety office by Friday, May 25, 2018 at NOON

Please complete this application and send or drop off a total of 3 collated hard copies to:

Variety – The Children’s Charity
505 Fifth Avenue; Suite 310
Des Moines, Iowa 50309

Additionally, email everything in PDF form to stateoffice@varietyiowa.com **BY May 25, 2018 AT NOON** (Variety may follow up and request a hard copy from you of the financials and/or 990):

COMPLETED GRANT APPLICATION FORM
ATTACHMENT A: OVERVIEW
ATTACHMENT B: PROJECT DESCRIPTION
ATTACHMENT C: BOARD OF DIRECTORS
ATTACHMENT D: COMPLETED GRANT REPORTING FORM (IF APPLICABLE)
ATTACHMENT E: 501(C)(3) DESIGNATION LETTER
ATTACHMENT F: W9 FORM
ATTACHMENT G: MOST RECENT AUDIT OR IF YOU DO NOT HAVE AN AUDIT PERFORMED, SEND 2 YEARS INTERNAL YEAR END FINANCIAL STATEMENTS (BALANCE SHEET AND STATEMENT OF ACTIVITIES)
ATTACHMENT H: MOST RECENT 990 FORM
PHOTO OF THE CHILDREN YOU SERVE THAT WE CAN PUBLICIZE

In addition, if this is your first request ever to Variety, include a hard copy of:

ATTACHMENT E: 501(c)(3) LETTER
ATTACHMENT F: W9 FORM
ATTACHMENT G: MOST RECENT AUDIT
ATTACHMENT H: MOST RECENT 990 FORM

All paperwork, including the grant application and attachments, **must be 3-hole punched** with no staples, copies may be 2-sided. Paperclips and rubber bands are acceptable. Do not include brochures or additional marketing materials, unless they are letter size (8 ½ x 11).

If you are requesting more than one grant, you must submit a separate Application form for each request with Attachments A, B, C and D. You only need to include Attachments E, F, G and H with one of the applications. **Do not request two different grants on the same application form.**