

# VARIETY – THE CHILDREN’S CHARITY

## 2018 VAN FUNDING GUIDELINES

### APPLICATION DEADLINE

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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](http://varietyiowa.com) under the Grants & Programs option. If you are requesting more than one grant, you must submit a separate application for each request.

### FUNDING GUIDELINES

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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](mailto:sheri@varietyiowa.com). If your organization applies and does not fall within our guidelines, you will be notified accordingly.

### GRANT REVIEW PROCESS

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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.

## 2018 VAN FUNDING GUIDELINES (CONT.)

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.

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.

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

Please complete the application and send a total of 3 collated hard copies to:

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

Email everything in PDF and mail 3 total copies to [stateoffice@varietyiowa.com](mailto: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: BOARD OF DIRECTORS

ATTACHMENT B: COMPLETED GRANT REPORTING FORM (IF APPLICABLE)

ATTACHMENT C: 501(C)(3) DESIGNATION LETTER

ATTACHMENT D: W9 FORM

ATTACHMENT E: 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 F: MOST RECENT 990 FORM

PHOTO OF THE CHILDREN YOU SERVE THAT WE CAN PUBLICIZE

All paperwork, including the grant application and attachments, **must be 3-hole punched** with no staples and may be 2-sided. Paperclips and rubber bands are acceptable. Do not include brochures or additional marketing materials unless they are 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 and B. **Please do not request two grants on the same application form.**