

# VARIETY – THE CHILDREN’S CHARITY

## 2019 GENERAL GRANT 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 24, 2019.** 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 menu option. If you are requesting more than one grant, you must submit a separate application form for each request.

### **FUNDING GUIDELINES**

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Variety – the Children’s Charity provides funding to non-profit organizations that deliver care, treatment, activities and shelter to children who are at-risk, underprivileged, critically ill and living with special needs. We focus on funding 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. More information regarding Variety’s grant categories can be found online at [varietyiowa.com](http://varietyiowa.com). 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. 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, 2019.

## 2019 GENERAL GRANT FUNDING GUIDELINES (CONT.)

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**Deadline: Hard copies and emailed copies RECEIVED in the Variety office by Friday, May 24, 2019 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

Email everything in PDF and mail 3 total copies to [stateoffice@varietyiowa.com](mailto:stateoffice@varietyiowa.com) **BY May 24, 2019 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.**