

# VARIETY – THE CHILDREN’S CHARITY

## 2021 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 28, 2021.** 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 28 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 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. 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, 2021.

# 2021 GENERAL GRANT FUNDING GUIDELINES

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**Deadline: Hard copies and emailed copies must be RECEIVED in the Variety office by Friday, May 28, 2021 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 5th Avenue; Suite 310  
Des Moines, Iowa 50309

Email everything in PDF to [stateoffice@varietyiowa.com](mailto:stateoffice@varietyiowa.com) and mail or deliver 3 total copies to the Variety office **BY May 28, 2021 AT NOON:**

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

Email	Hard Copy	
<u>1</u>	<u>3</u>	<b>COMPLETED GRANT APPLICATION FORM</b> Includes: ATTACHMENT A: OVERVIEW Please attach an overview of your organization and the services you provide. ATTACHMENT B: PROJECT DESCRIPTION Please attach a summary that addresses the following categories: project description, what the funds would purchase, needs statement, who will benefit, total project budget, and project timeline.
<u>1</u>	<u>3</u>	<b>ATTACHMENT C: BOARD OF DIRECTORS/GOVERNING BODY</b>
<u>1</u>	<u>3</u>	<b>ATTACHMENT D: COMPLETED GRANT REPORTING FORM</b> If applicable, please include a copy of your completed Grant Reporting Form from 2020. If your grant was for a van, you do not need to include the Van Status Report.
<u>1</u>	<u>N/A</u>	<b>ATTACHMENT E: 501(c)(3) DESIGNATION letter from the IRS</b> If you are unsure if you are a 501(c)(3) contact the office at 515-243-4660.
<u>1</u>	<u>N/A</u>	<b>ATTACHMENT F: Submit a signed and current W9 FORM</b>
<u>1</u>	<u>N/A</u>	<b>ATTACHMENT G: Most recent AUDIT</b> 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).
<u>1</u>	<u>N/A</u>	<b>ATTACHMENT H: Most recent 990</b>
<u>1</u>	<u>N/A</u>	<b>Digital photo of the children you serve that we may publicize</b>

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 (8½ x 11).

If you are requesting more than one grant, you must submit a separate Application form for each request with all attachments. **Do not request two different grants on the same application form.**