



# VARIETY – THE CHILDREN’S CHARITY

## 2023 VAN FUNDING GUIDELINES

### **APPLICATION DEADLINE**

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For a grant application to be considered, organizations must submit application forms collated with attachments in hard copy form and by email as detailed below and in the checklist at the end of the grant application. **Both the hard paper copies and the emailed copy must be received by the Variety office no later than NOON on Friday, May 26, 2023.** If only the hard paper copy or only the emailed copy is received by the deadline, the application will not be considered for funding, and you will be notified. Any complete applications received AFTER May 26 at NOON will not be considered and you will be notified. There will be no exceptions. We recommend you submit your application at least a week prior to the deadline to ensure you will meet the requirements.

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 Variety Vans to non-profit organizations that focus on delivering care, treatment, activities, and shelter to children who are at-risk, underprivileged, critically ill, or living with special needs. Variety Vans must be used to transport children. This would include trips to doctors’ appointments, therapy sessions, special outings, or activities that relate to the non-profit organization’s programming efforts, and other related trips. You must be a 501(c)(3) organization to apply for a Variety Van. More information regarding Variety Vans 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 will be asked to make a short presentation to the subcommittee by video conference.

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, 2023.

# 2023 VAN FUNDING GUIDELINES

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**Deadline: Hard copies and the emailed copy must be RECEIVED in the Variety office by Friday, May 26, 2023 at NOON.**

Please complete the application and send a total of 2 collated hard copies to:

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

Email everything in PDF to [stateoffice@varietyiowa.com](mailto:stateoffice@varietyiowa.com) and mail or deliver 2 total copies to the Variety office **BY May 26, 2023 AT NOON.**

Emailed files should be labeled as listed below. Submit each file individually. Do not scan attachments as one document. Include all individual attachments in one email.

**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>2</u>	COMPLETED VAN APPLICATION FORM
<u>1</u>	<u>2</u>	ATTACHMENT A: OVERVIEW Provide an overview of your organization and the services you provide.
<u>N/A</u>	<u>N/A</u>	ATTACHMENT B: NOT APPLICABLE
<u>1</u>	<u>2</u>	ATTACHMENT C: BOARD OF DIRECTORS/GOVERNING BODY
<u>1</u>	<u>2</u>	ATTACHMENT D: COMPLETED GRANT REPORTING FORM If applicable, please include a copy of your completed Grant Reporting Form from 2021. If your grant was for a van, you do not need to include the Van Status Report.
<u>1</u>	<u>N/A</u>	ATTACHMENT E: 501(c)(3) DESIGNATION LETTER FROM THE IRS 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>	ATTACHMENT F: SIGNED AND CURRENT W9 FORM
<u>1</u>	<u>N/A</u>	ATTACHMENT G: MOST RECENT AUDIT 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>	ATTACHMENT H: MOST RECENT 990
<u>1</u>	<u>N/A</u>	Digital photo of the children you serve that we may publicize

All paperwork, including the van 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 8½ x 11.

We are currently not accepting applications for 15-passenger vans. We do not accept requests for more than one van per grant cycle.