

THE ALDEN AND VADA DOW FAMILY FOUNDATIONS

Grant Guideline Statement

Mission

The mission of the Alden and Vada Dow Family Foundations is to enhance the quality of life, primarily in the Tri-Cities of Midland, Bay City and Saginaw and in Northern lower Michigan, through the funding of programs in the areas of the arts, the environment, education, health and human services and youth programs.

Eligibility

The Alden and Vada Dow Family Foundations support organizations that are tax exempt under Section 501(c)(3) of the Internal Revenue Service Code and are not classified as private foundations under section 509(a) of the Code. Organizations may also submit proposals through a sponsoring organization, if the sponsor has 501(c)(3) status, is not a private foundation under 509(a) and provides written authorization confirming its willingness to act as a fiscal sponsor. We do not award grants to individuals.

Initial Contact Requirement

If your organization is applying for the first time or has not received funding in the past three years, the foundation requires a letter of inquiry. Your letter should briefly outline your project or program, a timeline, a project budget with amount received and pending in addition to a requested amount. This initial inquiry will be reviewed by the Foundation, and you will be notified whether or not your organization is eligible to submit a full proposal for review. If you have any questions please contact our Grants Coordinator, contact information listed below. **The deadline for letters of inquiry is April 1st of each year.**

Grantmaking Timetable

The Alden and Vada Dow Family Foundations have one funding cycle each year. We ask that all proposals be fully submitted to us **by the end of day May 31st of each year for consideration.** We will respond to all proposals or inquiries and will inform you whether your organization has or has not been awarded a grant. Please note that we cannot award grants to all organizations that send us a proposal. We strongly encourage organizations to submit proposals prior to the deadline date.

Grant Application Instructions

- All requests for funding must be submitted electronically through (website)
- Please do not hesitate to contact us for assistance in completing the Application. .

Grant Progress Reports

GRANT REQUIREMENT

A requirement of receiving a grant from the Alden and Vada Dow Family Foundations is your submission of a Grant Progress Report. If your organization receives funding, your organization must submit a Grant Progress Proposal by April 1st of the following year. **An organization may not submit a request for new funding if a Grant Progress Report from the previous grant is not received by the proper due date.**

How to Contact the Alden and Vada Dow Family Foundations

Craig McDonald, Executive Director
Alden and Vada Dow Family Foundations
315 Post Street
Midland, MI 48640

Info@avdowfamilyfoundation.org

Phone Number: (989) 839-2744

A. Alden and Vada Dow Family Foundations

Grant Application Cover Sheet

Legal Name of Organization: _____

Address: _____

City/State/Zip: _____

Tax ID #: _____ - _____ Website: _____

Year Founded: _____ Annual Operating Budget: \$ _____

Executive Director: _____ Phone Number: (____) _____ - _____

Fax Number: (____) _____ - _____ E-mail: _____

Contact Person (if different from Executive Director):

Name	Title	Phone Number	E-mail
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Project/Program Name: _____

Amount Requested: \$ _____ Total Project/Program Budget: \$ _____

Project/Program Description (one sentence): _____

Dates of the Project/Program: _____ Geographic Area Served: _____

Number of people served by agency annually _____

Number of people served by Program annually _____

List any previous support from this foundation in the last 3 years:

Month/Year	Project/Program & Purpose	Amount of Grant

Signature, Chairperson, Board of Directors

Date

Signature, Executive Director

Date

The deadline for proposal submission is May 30th of each year.

Grant Application Format

Grant Application Format

Please complete the following information:

A. Grant Application Cover Sheet

Please complete the Grant Application Cover Sheet Information.

B. Executive Summary - Narrative

Briefly explain why your organization is requesting this grant, what outcomes your organization expects to achieve and how funds will be spent if the grant is made. (No more than one page).

C. Agency Information

1. Prepare a **brief** summary of your organization's agency history, including the number of years in operation and major accomplishments in the last three years.
2. Describe your current programs and list any recent significant expansion and/or cutbacks. Please provide the number of people your agency serves on an annual basis.
3. Provide an organizational staff summary, including tenure and turnover statistics.
4. Provide a list of current board members with Affiliations. State the term limits of board members and percentage of board members that contribute financial support. If you have a separate finance committee, please provide a listing of members with affiliations.
5. Provide a list of current volunteers and how they are involved in your organization.

D. Purpose of the Grant

1. Describe the Proposed Project/Program. **(general operations check box)**
2. Target Population
 - a. Please describe the population the project/program will benefit. Include information on socio-economic status, location, gender, ethnicity, age, physical abilities and/or other descriptions, as appropriate. ~~Please provide the number of people your project or program will serve.~~
 - b. Describe any selection, admission or eligibility criteria for entering your program.
3. Program and Evaluation
 - a. Describe each of your project/program goals, together with related objectives, activities, target group, expected progress, time frame, and assigned staff person.
 - b. Provide a brief description of how you expect the proposed activities will benefit the participating individuals and/or the community.
 - c. Describe your plan for evaluating your success in achieving each of your project/program goals, including type of data to be collected, collection dates, persons responsible, and feedback mechanisms.
 - d. **Please provide a chart of the number of people served through this program for the past three years.**

E. Collaborations for Proposed Project/Program

1. Describe project/program collaborations and projected impact on project/program goals.
2. Summarize the amount of grant funds to be paid to collaboration partners.

F. Mission Information

1. List your agency's **mission statement**.

G. Project/Program Budget: General Instructions

1. The project/program budget should reflect each year of anticipated support from all sources, including The Alden and Vada Dow Family Foundations. If your application is for general operating support, the project/program budget should be your total organizational budget.
2. A budget narrative should accompany the project/program budget. **Move below?**
3. In the event that the foundation is unable to meet your full request, please indicate priority items in the proposed grant budget.

H. **Required Attachments** – **Proposal will not be processed without these!**

1. **A copy of the current IRS determination letter** indicating 501(c)(3) tax-exempt status must accompany the proposal.
2. **Finances: (required document for proposal review)**
 - a. **The two most recent audited/reviewed/compiled financial statements** including the CPA's report. If the financial statements are reviewed or compiled, please provide a brief reason why an audit is not performed. The latest statement should be as of the most recent fiscal year-end. If the most recent fiscal year-end audited/reviewed/compiled report is not yet available, provide unaudited Quickbooks or other internally generated reports as of the most recent fiscal year-end, specifically a Balance Sheet and Income Statement, along with the 2 most recent audited/reviewed/compiled financial statements and CPA reports.
 - b. If the organization does not engage a CPA firm to perform an audit/review/compilation, please provide a reason. **You must supply** unaudited Quickbooks or other internally generated reports as of the 2 most recent fiscal year ends, specifically a Balance Sheet and Income Statement.
 - c. All applicants must supply unaudited year to date Quickbooks or other internally generated reports from your last fiscal year end to the submission date of your request, specifically a Balance Sheet and Income Statement. I think Blackbaud says "current year balance sheet" only.
 - d. A detailed comparison of the prior fiscal year's revenues and expenses as included in the Income Statement to the prior fiscal year operating budget. I think Blackbaud states prior year's actual numbers versus current year's budget.
 - e. Organization's operating budget for the current fiscal year, including revenues and expenses. If this grant request is for operating funds for next fiscal year, provide an operating budget for that year. If that budget is not yet complete, please so note.
 - f. The Project/Program budget for the fiscal year for which you are seeking funding if this request is for a specific project and not for general operations.

- g. A budget narrative for the project/program budget (for the operating budget if request is for general operations). **Move from above?**
 - h. The two most recently filed IRS 990 forms.
3. List of amounts requested and/or received from foundations, corporations and other funding sources to which this proposal has been submitted. Please note if the amounts requested are pending, received, pledged or declined. **required**
 4. If your agency or the program that you are requesting funds for has an endowment fund, please state the value of the endowment and the spending policy.

I. Requested Attachments

1. Attach letters of support from collaborating partners. If applicable, collaborating partners should clearly indicate their level of involvement/commitment to project/program.
2. Attach Annual Report and Strategic Plan, if available.

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Grant Progress Report

Name of Organization: _____

Address: _____

Report Prepared by: _____ Date: _____

Telephone Number: _____ E-mail: _____

Date of Grant Received: _____ Amount of Grant Received: \$ _____

Purpose of Grant Received: _____

Please answer the questions below:

- Briefly describe if/how you were able to achieve your stated goals and objectives with the grant from the Alden and Vada Dow Family Foundations.
- Please describe if there have been significant changes in your organization or in the project or program that received funding.
- How has your organization or program funding changed/diversified since receiving a grant from the Alden and Vada Dow Family Foundations?
- How has funding from the Alden and Vada Dow Family Foundations affected the support for your project/program or agency?

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