



Foundation for children
with intellectual and
developmental disabilities

GRANT APPLICATION FORM

**ALL GRANTS MUST BE SUBMITTED THROUGH A
CIVITAN CLUB OF THE CHESAPEAKE
FOOTPRINT**

www.fcidd.org

Section 1: Club and Grant Information (Required)

Civitan Club Requesting Grant: _____	Club No.: _____
501(c)(3) Organization to receive funds: _____	
A. Amount Requested from Foundation: _____	B. Amount of Chesapeake Footprint Civitan Club Participating Funds: * _____
Total funds requested (A+B) _____	Date Needed _____

*Checks will be issued for total approved amount of grant request upon Foundation receipt of club participating funds

NOTE: Project Grant Requests are Due by 5pm on October 1, and March 1, and July 1 (see note below)

In order to be considered for one of the 3 FCIDD Board of Director meetings held each year, grant is due in on the above dates for the upcoming Board meeting. The FCIDD Board meeting dates change but are in August/September, November, and April.

Please make sure to use the attached checklist (page 3) as well as including all of the items required for each specific grant as noted below.

Section 2: Type of Request (Required)

- a. Membership Grant Request (For New Adult Civitan Members Only - Include Required Documentation Items 1, 2, and 12)
- b. Project Grant Request – (Include Required Documentation Items 1 through 11). Submit **no later by the dates noted above by 5pm** for the next Foundation Director meeting in order to be considered for the next grant cycle. **Note:** A member of the club submitting a Project Grant Request **MUST** attend the Director’s meeting at which this grant is to be voted upon.
- c. Disbursement of Club Funds Held by Foundation (Include Required Documentation Items 1 and 2)
- d. Specific Endowment Fund Disbursement (e.g., Glen Burnie, Washington) – (Include Required Documentation Item 1 and 2)

Section 3: Required Documentation as Listed in Section 2

1. Grant Application Form. The Grant Application form must be included for all grants disbursed by the Foundation for Children with Intellectual and Developmental Disabilities in order to continue to operate as a public funded corporation.
2. Most recent copy of IRS 501(c)(3) Determination Letter or equivalent.
3. Detailed statement of purpose of proposed grant.
4. Relationship with Civitan and local Civitan club, including financial support.
5. Total amount required for proposed project and source of other funds.
6. Vendor quote and/or proposed expenses for project and/or items.
7. Copy of the most recent audit or current board approved financial statement. (e.g., copy of most recent audit, profit/loss statement)
8. Copy of most recently filed IRS 990 form for applicant organization. Please see note on next page for clarifying instructions on this item.*
9. Copy of club minutes supporting the grant request.
10. Any other information which will aid the Foundation in deciding on this grant, including endorsement(s) from other Civitan Clubs.
11. If more than one club is involved in grant request, each club must submit a grant application cover page and provide approved minutes supporting the request.
12. New Member Incentive Grant Certification Form. (Located at www.fcidd.org)

PLEASE SCAN ALL REQUIRED INFORMATION AND DOCUMENTS INTO A SINGLE PDF FILE.

Section 4: Payment Information (Required)

Mail Check to: Charity Name of contact: _____ Address: _____ Additional Instructions to FCIDD: _____	Contact's email: _____ Contact's phone: _____
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Section 5: Certification of Club Officers (Required)

Two Current Club Officer Signatures Required for Approval	
We hereby certify that we have reviewed this application and required documentation. It is understood that the committee may, at its discretion, deny this application due to being incomplete, illegible, or inaccurate in its entirety.	
_____ <i>Signature of Club Officer 1</i>	_____ <i>Date</i>
Printed name: _____ Email: _____	Title: _____ Phone: _____
_____ <i>Signature of Club Officer 2</i>	_____ <i>Date</i>
Printed name: _____ Email: _____	Title: _____ Phone: _____

Section 6: Application Submission Information

- Grant Documentation should be sent by email to: fciddgrants@fcidd.org
- All sections of this document must be completed entirely, and all items must be completed legibly.

Section 7: Approval/Disbursement timelines

Type of Request	Approval Process	Distribution of Funds
Disbursement of Club Funds Submitted to the Foundation OR Specific Endowment Funds Disbursement	President ensures proper signatures and documentation is received and forwards to the Treasurer for payment	The Foundation Treasurer will issue payment upon receipt from the President
Project Grant Request	Must be received by the Foundation President prior to dates noted on page 1 for the next Foundation Directors' meeting. President ensures proper signatures and documentation is received. Application is forwarded to Grant Committee for review and recommendation to the Executive Committee.	Upon Executive Committee and Board of Director approval, the Foundation Treasurer shall pay out the grant based on whatever schedule has been approved after receiving the Civitan Club contribution, if any.
Membership Grant Request	President ensures proper signatures and documentation is received. The application is forwarded to the Treasurer who will approve the eligibility. The Treasurer will present all New Member grants received for approval to the Executive Committee of the Board.	Within 10 days of approval, these grants shall be paid by the Foundation Treasurer.

Please see FCIDD Bylaws, Policy 6: Grant Awards Policy and Procedure for additional information or instruction.

*** CLARIFICATION ON 990 SUBMISSION:** Copy of the most recently filed Form 990 or equivalent. We understand not all organizations file their 990 on the same schedule. If the organization's most recent 990 filing or similar is older than their most recent fiscal year end, and the organization is within the standard filing window for their most recent fiscal year (approximately 4 ½ months after fiscal year end), the most recent filing will suffice as long as it is for the year immediately prior. If the organization is past their 990 or similar filing deadline for the most recent fiscal year, please provide the most recent 990 as well as proof of extension filing (IRS Form 8868). If the organization is past the extension window (cumulative 10 ½ months from recent fiscal year end) and has not filed for the most recent year, please submit the most recent 990 or similar, and extension forms, as well as a written explanation regarding the reasons for a recently missed 990 filing.

GRANT SUBMISSIONS WILL BE ACKNOWLEDGED WITHIN 48 HOURS OF RECEIPT. PLEASE RESUBMIT IF NO CONFIRMATION IS SENT.

HELPFUL HINTS FOR SUCESSFUL GRANT SUBMISSION

(THIS PAGE DOES NOT NEED TO BE SUBMITTED)

- Use checklist on first page of grant form to make sure that all required information is submitted.
- Include a brief description of the mission of the organization and the services provided as well as a short history. This should be no more than 3 paragraphs. This should be the opening section of the grant.
- Be sure that vendor or contractor quotes are good for at least through the date of the next Board of Directors meeting.
- Make sure that the organization's main focus is on providing services to people with intellectual and developmental disabilities, including persons on the autism spectrum.
- Include a statement that the organization will be responsible for any increase in price in project and/or will refund any difference if the service or product is less. Please include this statement in the section where quotes are found.
- Make sure the minutes of the Civitan club meeting state the precise description of the grant as well as the dollar amount and the club match.
- Make sure to include any name change documentation if the IRS certificate is different than the name of the organization that is requesting.
- Include quote(s) on letterhead of the organization/vendor that is going to be providing the equipment or the service.
- Quotes that have a link also need to have an embedded picture of the product.
- Make sure that quote(s) are made out to the name of the organization.
- Have signatures of current officers of the sponsoring Civitan Club. Typed signatures are not acceptable.
- No member of the Foundation's Executive Committee should sign off as a Club Officer requesting a project grant.
- Provide sufficient financial information for the organization that will be receiving the grant money as well as the subsidiary operational organization, if applicable
- If a grant is being sponsored by numerous organizations, make sure to include commitment letters from the other organizations that are providing grants.
- Salaries or operational expenses are not covered. Training expenses for staff for specialized trainings are not covered.
- Make sure that the most current 990 form is submitted. If unclear, check with a person who is knowledgeable regarding the organization's tax filings.
- Have at least one other person read the grant to make sure that it is clear and explains the focus of the grant.

PLEASE MAKE EVERY EFFORT TO COMPLETE GRANT APPLICATION ACCURATELY AND COMPLETELY AND SUBMIT BEFORE DUE DATE OTHERWISE GRANT RISKS NOT BEING APPROVED. AWARD RECIPIENTS WILL BE REQUIRED TO COMPLETE A HOLD HARMLESS AGREEMENT PRIOR TO RECEIPT OF FUNDS.

GRANTS ARE DUE BY 5PM EASTERN TIME ON ONE OF THE DUE DATES NOTED ON PAGE ONE BEFORE THE SELECTED/TARGETED BOARD OF DIRECTORS MEETING.