

## **Information for Grant Applicants 2018-2019**

The Village Club Foundation (TVCF) is the philanthropic arm of The Village Club, Bloomfield Hills, Michigan. The Foundation's mission is to offer financial support in the form of grants to qualified nonprofit organizations throughout Wayne, Oakland, and Macomb counties. Our grants focus on the interrelated aspects of community life, basic human needs and services, educational enhancement, and cultural enrichment.

As of June 1, 2018 TVCF will only accept grant applications from organizations that have operating budgets below \$10,000,000. This past year, the average grant for organizations receiving funding was approximately \$3000. Keeping that in mind, we have changed our policies so that our funds will make more of an impact to the organizations and projects we fund. Requests for funds far exceed the TVCF's ability to support every worthwhile project; therefore, we are not able to fully fund some grant requests, nor are we able to provide assistance to every applicant.

### **The Application Process:**

The Village Club Foundation welcomes your request for funding. The 2018-2019 application form will be available on May 1, 2018 and may be downloaded from The Village Club Foundation's website at [www.TheVillageClub.org/Foundation](http://www.TheVillageClub.org/Foundation) under the Foundation tab. In order to consider your grant request, you must provide two full sets of your application with supporting material listed below. You may not submit your application prior to June 1, 2018, and it must be postmarked by August 1, 2018. There are no exceptions to this policy. We will notify applicants of TVCF's funding decision in April 2019.

### **Supporting Material:**

- A copy of the organization's IRS Letter of Determination granting 501(c)(3) status (Note: Organization must have had this status for 3+ years. The organization cannot be a private foundation)
- A list of the organization's Board of Directors with affiliations
- A copy of the Organizational Chart
- The most recent IRS Form 990 (An independently audited financial statement will ONLY be accepted if your organization does not file an IRA Form 990)
- A 1-page summary of the organization's mission, goals, history – must not exceed one page
- A detailed copy of the program/ project budget
- A list of corporations and foundations from which you are requesting funds, include dollar amounts and sources that are committed or pending

Please **DO NOT** submit any other promotional materials, folders, business cards, etc. You can give those to our review team representatives when they come out to meet with your organization.

### **Other Considerations:**

- Grants will be confined to organizations and their programs located exclusively in and supporting individuals who reside in Oakland, Wayne, and Macomb counties.
- Organizations being considered for a grant will be investigated. This research will include an on-site visit by a Grants Committee review team. Organizations that have received previous grants will be visited at least every other year. Initial visits are mandatory for new applicants.
- Organizations awarded funds must be use the money within one year from the date of issue for the stated purpose it was given. It cannot be placed in an escrow, savings, or any account for the purpose of accumulation of funds. The Village Club Foundation must receive written acknowledgement confirming the use of the funds.

### **The Foundation does NOT give grants to:**

- Cover salaries of directors, executives, or secretarial staff
- Fund building improvements or improvements to the physical plant
- Fund medical research or assistance for any specific disease due to the national character of these groups and the intense competition among them
- Individuals for scholarships
- University or college scholarship funds due to the intense competition among these schools and their abilities to raise funds among alumni.

For further information, please email TVCF Grants Trustee at [foundationgrants@thevillageclub.org](mailto:foundationgrants@thevillageclub.org) or TVCF President at: [foundation@thevillageclub.org](mailto:foundation@thevillageclub.org)