



VARIETY – THE CHILDREN’S CHARITY

2024 VAN FUNDING GUIDELINES

APPLICATION DEADLINE

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 24, 2024.** 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 24 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 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

Variety – the Children’s Charity provides Variety Vans to nonprofit 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 nonprofit 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. If you have questions regarding eligibility, please contact Sheri McMichael at 515-243-4660 or sheri@varietyiowa.com. If your organization applies and does not fall within our guidelines, you will be notified accordingly.

GRANT REVIEW PROCESS

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, 2024.

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Deadline: Hard copies and the emailed copy must be RECEIVED in the Variety office by Friday, May 24, 2024 at NOON.

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

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

Email everything in individual PDFs to alexa@varietyiowa.com and mail or deliver two total copies to the Variety office **by May 24, 2024 at noon.**

Emailed files should be labeled as listed below. Submit each PDF as an individual attachment. (Do not scan all attachments as one document.)

Proposal Checklist (all items must be included for consideration) Email items to alexa@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 2023. 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 two 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 three-hole punched** with no staples and may be two-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.