

Grant Requirements

- All Charity Foundation grant recipients **MUST** be a 501-C 3 organization with nonprofit status. All others will be denied. Grants do not go to individuals or go to supporting individuals. If you're requesting a Grant for an organization such as Make-A-Wish, the grant has to go through the H.O.M.E. fund and can only be used for bettering the lives of multiple children, not to granting one particular wish. H.O.M.E. Fund recipients can be 501c3 or 501c8 tax exempt.

Grants without earmarked contributions:

If you're applying for a grant without any earmarked contributions attached, you must fill out a universal grant form, which can be found on the website, and include the following items:

- A letter from the organization stating what the project is and that the funds will only be used for either: Research, Educational Material, or Equipment/Supplies. Administrative costs and utilities, etc. Administrative costs and utilities are not permissible and will result in the grant being denied and sent back.
- A copy of the organizations tax exempt letter from the IRS.
- Any additional information on the organization that better explains the project.

All the materials must be sent to the state secretary and approved by the executive board before they are sent to the Grand Aerie. Failing to get approval from your state will result in a longer wait time for the grant and possible denial. The standard processing time is 2 weeks, but this is dependent on how quickly the state secretary gets paperwork to the grand. For the best results, please submit the grant at least a month in advance with the presentation date clearly marked on the grant request form.

Grants with earmarked contributions:

If you're applying for a grant with an earmarked contribution, but would like to request additional funds you must fill out a universal grant form, which can be found on the website and include the following items:

- A letter from the organization stating what the project is and that the funds will only be used for either: Research, Educational Material, or Equipment/Supplies. Administrative costs and utilities, etc. Administrative costs and utilities are not permissible and will result in the grant being denied and sent back.
- A copy of the organizations tax exempt letter from the IRS.
- Any additional information on the organization that better explains the project.
- A check made out to the FOE Charity Foundation with the name of the organization in need of the grant and the Charity Foundation (such as the Heart fund, Cancer Fund, etc.) in the memo line.

Because you are requesting additional money from your state, you must follow ordinary grant guidelines and submit the whole packet (check included) to the state secretary for approval. All the materials must

be sent to the state secretary and approved by the executive board before they are sent to the Grand Aerie. Failing to get approval from your state will result in a longer wait time for the grant and possible denial. The standard processing time for a grant with an earmarked check is 3 weeks, but this is dependent on how quickly the state secretary gets paperwork to the grand. For the best results, please submit the grant at least a month in advance with the presentation date clearly marked on the grant request form.

Direct turn around grants (Only asking for the earmarked money to be returned)

If you're requesting a grant from one of the charity foundation charities, or a H.O.M.E. fund grant, You must submit the following:

- A letter from the organization stating what the project is and that the funds will only be used for either: Research, Educational Material, or Equipment/Supplies. Administrative costs and utilities, etc. Administrative costs and utilities are not permissible and will result in the grant being denied and sent back.
- A copy of the organizations tax exempt letter from the IRS.
- Any additional information on the organization that better explains the project.
- A check made out to the FOE Charity Foundation with the name of the organization in need of the grant and the Charity Foundation (such as the Heart fund, Cancer Fund, etc.) in the memo line.
- If the grant is for the H.O.M.E. fund, the check must be made out to the H.O.M.E. fund, not the Charity Foundation. Failing to do so will result in the check being sent back, and possible grant denial.

Because you are only requesting the earmarked money you've contributed, you do not need to have state approval on these grants. You may send all the materials directly to the Grand Aerie for processing. Please allow 3 weeks from the date the materials are sent to the Grand Aerie for processing and return of your grant. Make sure you leave enough time for the presentation date. Make sure the presentation date is clearly marked on the Universal Grant Form.