



DELAPLAINE FOUNDATION GRANT PROCESS (AS OF 2024)

A. Applications

- Grant seekers access our Grantee Portal through the Delaplaine Foundation website www.delaplainefoundation.org
- First Time Applicant application – requires early submission of an LOI. President determines if requested funds are for a project that falls within funding sectors and geographical limitations. If LOI is accepted, applicant continues with application that requests detailed organizational information, along with program description and financial documentation.
- Renewal Applicant application – This application focuses primarily on program description.
- Returning Grantee/Grant not received within past 3 years – This application focuses on program but also requests updated organizational information.

B. Vetting Process

- Tax Exempt Status Verification - using GuideStar Charity Check in Foundant's Grant Lifecycle Manager (GLM) software, or <https://apps.irs.gov/app/eos/>
- Church/Education Exemption? - if organization cannot be verified using methods above, do church and/or education exemptions apply?
- Fiscal Sponsor- Organizations without tax exempt status can receive grant awards via a fiscal sponsor with qualified tax-exempt status (i.e. Community Foundation)

C. Evaluation

- Delaplaine Foundation receives notice via email from the Foundant GLM system that an application has been submitted.
- The application is reviewed for completeness and if additional information is needed, the applicant is contacted.
- Complete applications are forwarded to the President for Phase 1 Evaluation after which the President assigns each application to Board Member/Associate Board Member evaluators for Phase 2 Evaluation.

- Board Members review assigned applications and capture evaluations comments in Foundant software system.

D. Decisions

- All grant application requests are categorized and summarized for board member meetings.
- Board members will submit a preliminary “Do Not Fund” list to President of grant applications that they do not think should be considered for funding. The President will finalize that list and those summaries are removed from above list.
- Executive Committee reviews grants for pre-approval of those nonprofits that have been predetermined and approved by the full Board to go with the recommendation of the Executive Committee.
- Board of Trustees meets to award general grants.
- Decisions are captured and recorded in Foundant GLM software.

E. Notification

- All applicants are notified by email as to whether grant has been awarded or denied.
- Organizations that receive notice of a grant award are instructed to enter the Grantee portal, and to download, sign, and return the Grant Agreement that has been uploaded for them.
- Grant award letters are prepared and signed by President.

F. Grant Awards

- Grant Award checks are prepared by the Accounts Payable office using Quick Books.
- Once the signed grant agreement has been received, a check is mailed to the grantee organization, along with the Grant award letter. In some cases, the grantee may choose to pick up the check in person.

G. Site Visits

- Board members/staff members are encouraged to schedule onsite visits to nonprofit locations during the year to evaluate how grant award has impacted a program or project.
- Visits should include some contact with executive director, volunteer coordinator, key volunteer, program staff, client and/or development director when possible.

- A Site Visit Evaluation form is utilized to capture the visit and will be used to assess impact and outcome of grant dollars awarded based on predetermined metrics.

H. Progress Reports

- Emails are sent to organizations in July requiring grantees to access grantee portal and report on how grant funds have been spent.
- After the reports have been reviewed for completeness, they are forwarded to the President for review.
- Grantees may be asked for additional information if report raises questions.