

Dobbs Fund Matching Grant Program Guidelines

- **R. Howard Dobbs, Jr.** lived his entire life in Atlanta Georgia (1906 – 2003). He enjoyed a long and successful career with the Life Insurance Company of Georgia, including 20 years as President and Chief Executive Officer. Mr. Dobbs’ business success was matched only by his efforts on behalf of the city he loved so much. He gave generously of his time and resources to strengthen the Atlanta community and worked on behalf of many of its most important institutions.

Mr. Dobbs established a private foundation in 1959 as a vehicle for charitable giving and endowed it with significant resources upon his death. He had no children but due to a close relationship with his nieces and nephew, he entrusted them with stewardship of the foundation. His hope was that they and their families would uphold and carry forward the community-minded values he held dear.

Toward that end, Mr. Dobbs established a fund at the Community Foundation for Greater Atlanta with the intent to provide younger family members a place to learn about charitable giving and community service. The Dobbs Fund features two programs, a grantmaking program for those who are 18 years and older and a matching grant program that serves family members until the age of 21.

- **The Matching Grant Program** seeks to encourage younger family members in their volunteer efforts – specifically, fundraising - on behalf of non-profits in their communities. The Program will match every dollar raised from someone other than a family member on a dollar for dollar basis. Children under the age of 10 can apply for matching funds up to \$1,000 each calendar year; those who are between ages 10 and 21 can apply for up to \$2,000 each calendar year.
- **Eligible organizations** must be recognized as a non-profit by the Internal Revenue Service and be located or provide services in the applicant’s hometown or college community. Family members should not benefit from the organization or project for which funds are raised.
- **Eligible family members** must be descendants of Dot Williams, Cody Laird, or Nancy Crosswell and under the age of 21. They should be responsible for the project (vs. helping with a fundraising effort driven by Mom or Dad). Applicants who are under the age of 18 should identify a Family Mentor – parent, aunt, uncle, or grandparent – who can help as needed and assist with the application process.
- **To apply**, an Application should be completed *prior to the fundraising effort* and returned to the R. Howard Dobbs, Jr. Foundation. A Matching Grant Request should be completed *after the fundraising effort* and submitted to the non-profit(s) with the funds raised. Matching Grant Requests must be received at the Foundation by Dec. 15 for payment in the current year. A Final Report on the project should be completed and submitted to the Dobbs Fund prior to payment of matching grants.
- **Applications** will be reviewed by a committee that includes the Dobbs Fund Chair and Vice-Chair, the President of the Dobbs Foundation, and a representative from the Community Foundation for Greater Atlanta.
- **Questions?** Contact David Weitnauer (404-574-2970; dweitnauer@rhdobbs.net).

Dobbs Fund Matching Grant Program
Matching Grant Application

➤ **PART A: TO BE COMPLETED BY PERSON RAISING FUNDS *BEFORE THE PROJECT***

Name: _____ Non-Profit: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____
Phone: _____ Contact Person: _____
e-mail: _____ Phone: _____
Birthday: _____ E-mail: _____

Tell us about the organization you would like to help. What do they do?

What makes you want to help this organization?

Tell us about your fundraising project. What will you do and how much do you plan to raise?

If you plan on asking for help or working with others on the project, who will that be and how do you think they will be helpful?

➤ **PART B (FOR APPLICANTS UNDER 17): TO BE COMPLETED BY FAMILY MENTOR
(i.e., parent, aunt, uncle, or grandparent)**

Name: _____ Relation to applicant: _____
Phone: _____ e-mail: _____

Please share your observations about the applicants' relationship with the non-profit and his/her fundraising efforts:

Completed application should be returned to The Dobbs Fund

prior to completing the fund raising project:

133 Peachtree St NE, Ste 4950, Atlanta, Georgia 30303

404-574-2970; dweitnauer@rhdobbs.net

The Dobbs Fund Matching Grant Program
Matching Grant Request

➤ **PART A: TO BE COMPLETED BY FUNDRAISER & GIVEN TO PUBLIC CHARITY**

To: _____
Name and Address of Public Charity for which Funds were Raised

Enclosed are contributions totaling \$ _____

I authorize you to report these contributions to The Dobbs Fund/Foundation in order to qualify for a matching grant.

Signed _____ Date of Contribution _____

Print Name _____

Home Address _____

➤ **PART B: TO BE COMPLETED BY AN OFFICER OF THE PUBLIC CHARITY**

The tax-deductible gift described in PART A has been received by

Name of Public Charity

Address & Telephone Number of Public Charity

On _____ From _____
Date Received Name of Person Responsible for Raising Funds

Signed _____
Signature of Financial Officer of Public Charity

Print Name _____ Title _____

Attention Public Charity Donee:
After completing this form, please return it with a copy
of your current Internal Revenue Code exemption letter to:

THE DOBBS FUND
133 Peachtree St NE, Ste 4950
Atlanta, GA 30302

Dobbs Fund Matching Grant Program
Final Report

➤ **PART A: TO BE COMPLETED BY PERSON RAISING FUNDS *AFTER THE PROJECT***

Name: _____ Phone: _____
Address: _____ E-mail: _____
City, State, Zip: _____

Tell us how your project went. What happened?

Were there any surprises?

What did you learn from the experience – for example, about organizing a fundraiser, the non-profit, people, your skills and interests?

➤ **PART B (FOR APPLICANTS UNDER 17): TO BE COMPLETED BY FAMILY MENTOR
(i.e., parent, aunt, uncle, or grandparent)**

Name: _____ Signature: _____
Phone: _____ e-mail: _____

Do you have any final observations about the applicants' fundraising project?

**Completed Final Report should be returned to The Dobbs Fund
after completing the fund raising project:**

133 Peachtree St., NE, Suite 4950, Atlanta, Georgia 30303
404-574-2970; dweitnauer@rhdobbs.net

**Note: The Dobbs Fund must receive your Final Report before the Matching Grant will be paid.*

A Checklist for The Dobbs Fund Matching Grant Program

- Step 1: Make a plan
 - Ask Mom, Dad, aunt, uncle, or grandparent to serve as your mentor
 - Make sure they understand it will be *your* project
 - Make a list of the steps you'll have to take to finish the project
 - Finish your plan before starting your project

- Step 2: Turn in a Dobbs Fund Matching Grant Application
 - Before starting your project***, fill out Part A of the Application
 - Have your mentor fill out Part B of the Application
 - Send Application to Dobbs Fund** (address at bottom of Application)
 - Within 1 week, The Dobbs Fund will contact you about your project
 - After you hear from the Dobbs Fund, begin fundraising!
 - Collect all of the money

- Step 3: Turn in a Dobbs Fund Matching Grant Request
 - When all money is in, fill out Part A of Matching Grant Request
 - Have your mentor review the Matching Grant Request
 - Give Matching Grant Request to non-profit** with money

- Step 4: Turn in a Final Report
 - Tell us about your project by completing the **Final Report** form
 - After you complete the form, have your mentor review and sign it
 - Send your completed and signed Final Report form to The Dobbs Fund
 - * *Please note that the Final Report is required for payment of grant*

- Wait for it...
 - ✓ The non-profit will fill out Part B of the Request
 - ✓ The non-profit will send Request to The Dobbs Fund
 - ✓ The Dobbs Fund will receive your Final Report
 - ✓ The Dobbs Fund will send matching funds to the non-profit
 - ✓ The Dobbs Fund will send you a letter when the match is complete

- Celebrate your success and thank those who helped!