



Dover Foundation, Inc.

Grant Application Instructions

MISSION STATEMENT:

The Dover Foundation improves lives in our community by supporting education, religion, and human services.

APPLICATION PROCEDURES:

A formal grant request may be submitted to the Foundation by letter or email and must include the following information:

1. Completed grant application form (see page 2).
2. Cover letter on official letterhead of your organization. Include in the letter: a brief description of the organization, its purpose, mission statement, if applicable, and answers to the five questions on the application form.
3. Proof of **active** Federal tax-exempt status.
4. Signature and title of the head of the organization and the grant application contact person, if different.

QUARTERLY DEADLINES:

The Dover Foundation Board of Directors meets four times a year to consider grant awards. Deadlines for grant applications to be received by the Foundation in order to be reviewed at the next Board meeting are:

January 1st
April 1st
July 1st
October 1st

Only COMPLETED applications will be considered.

Tax exempt organizations may submit ONE request per twelve month period using the application.

Completed applications should be mailed or emailed to:

Dover Foundation, Inc.
Post Office Box 208
Shelby, NC 28151
agragg@doverfdn.org

Please direct all questions to Amanda Gragg, Executive Director, at 704-487-8888.

The normal procedure is to disburse funds for approved grants within 30 days following the meeting.

FOLLOW-UP:

The Foundation believes that your input is critical to our mission. A Grant Follow-up Report is required. A Grant Follow-up Report will be mailed to the organization approximately six months after the date the grant was awarded. The Foundation will not consider further grant applications or distributions for organizations that do not submit follow-up reports by the stated due date. Please keep the Foundation updated to any changes in the project/program which may affect the way the grant is used.



Grant Application Form

Name of Organization: _____

Organization's Federal Tax ID: _____

Mailing Address: _____

City

State

Zip Code

Physical Address: _____

(If different from mailing address)

City

State

Zip Code

Email address: _____ Phone Number: _____

Contact Name: _____ Contact Title: _____

Project/program name: _____

Brief description: _____

Amount requested: _____

On your organization's letterhead please answer the following questions and budget information:

1. Who will benefit from this project/program and where are they located?
2. How many people do you expect to serve?
3. What are other major sources of funding for this project/program?
4. What will happen if you do not receive the full amount requested?
5. What happens to the grant, the project/program, and your organization if you do not reach your fundraising goals?
6. Attach to the application the project/program budget with projected income and expenses. If the request is for operating expenses, include the organization's TOTAL operating budget.
7. Attach supporting documentation, quotes, and prices for items that will be purchased.

Application **must be** signed by the head of the organization along with the grant application contact person, if different.

Signature, Head of Organization

Title

Date

Signature, Grant Application Contact

Title

Date



Grant Application Check List

Only completed applications will be considered. Make Sure you have:

1. Filled out top of page 2 of the grant application
2. Signed page 2 of the grant application - Head of the Organization and Grant Application Contact, *if different*
3. Included the Cover letter, on official letterhead of your organization, with a brief description of the organization, its purpose, mission statement, *if applicable*, and answers to the **ALL** five questions on page 2 of the application form
4. Included budget information
5. Included supporting documentation, quotes, and prices for items that will be purchased
6. Included your organization's Federal tax-exempted determination letter

If you have questions, please contact Amanda Gragg, Executive Director at 704-487-8888.