

**Grant Application Procedures for Organizations, Institutions, or Programs**

The Foundation for Maine's Deaf and Hard of Hearing Children promotes a broad spectrum of educational opportunities and initiatives for Maine's Deaf and hard of hearing children and their families. Our guiding principles are as follows:

**The Foundation provides financial support to Maine's Deaf and hard of hearing children and programs which support the following initiatives for Maine's Deaf and hard of hearing children and their families:**

- **Innovative leadership development**
- **Social development**
- **Physical and recreational development**
- **The arts**
- **Independent living**
- **Community service**

The attached application should be sufficiently complete to enable the Foundation to weigh the merits of the request in comparison to other requests the Foundation receives. Applications should adhere as much as possible to the mission of The Foundation for Maine's Deaf and Hard of Hearing Children as stated above. First time applicants will be given consideration over repeat applicants. The Foundation does not fund personal aid technology. **Checks will only be payable to institutions or programs, not to individuals.** Generally the Trustees do not meet with applicants; however, if questions arise, the Trustees may wish to contact the applicant by phone or email.

Meetings of the Trustees to consider grant requests are held biennially, in September and March. Applications may be submitted at any time, but must be received by August 15<sup>th</sup> or March 15<sup>th</sup> to be considered at the next regular meeting of the Trustees. (In case of a weekend or holiday, the deadline is the next business day.) The Foundation does not accept fax submissions. Applicants are notified of the Trustees' decision within two weeks of the regular meeting dates, and funds will be disbursed within a month of notification.

The Application must be dated and signed by an authorized representative of the organization applying. No application will be considered from an organization unless it has been determined to be tax-exempt under Section 501(c)(3) of the IRS code. Applicants should attach evidence of their 501(c)(3) status.

If an organization's grant proposal is denied, it should wait one year from the date of notification before reapplying. Similarly, an organization which has received a grant should expect to wait at least one year after receiving a grant before submitting another application.

An organization that receives a grant from the Foundation is expected to submit a report on completion of the program, and, in some cases, a progress report. In order to respond to special circumstances or changing conditions, the Foundation's guidelines may be modified from time to time.

**Exclusions:**

The Foundation does not normally award grants to supplement annual campaigns for regular operations nor make multiple year gifts. Having made a grant to a charitable organization, the Foundation does not generally make a subsequent grant for the same purpose. The Foundation limits its grants to charitable organizations, activities, operations or purposes which take place only within the State of Maine. In most cases, grants will not exceed \$5,000.

**Please direct inquiries, requests for application forms, letters and grant requests to:**

James Gemmell, Administrator

Foundation Board of Trustees

The Foundation for Maine's Deaf and Hard of Hearing Children (Birth-21 years)

The Maine Educational Center for the Deaf and Hard of Hearing

Mackworth Island, Falmouth, Maine 04105

***The Foundation for Maine's Deaf and Hard of Hearing Children***  
 Institution, Organization, or Program Grant Application

Organization's Contact Information

Name of Organization: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Amount requested: \_\_\_\_\_

How will this be spent: \_\_\_\_\_

Information regarding the program or event to be funded:

Name of Program or Event: \_\_\_\_\_

\_\_\_\_\_

Please attach in a separate document a description of program or event and dates.

***Please read and sign:***

***Consent/Honesty Disclosure Signature.*** All information in each portion of this application is true and complete to the best of my knowledge. I understand that I may be asked to provide proof of information stated in this application. My organization agrees to be bound by all the terms and conditions of the Foundation for Maine's Deaf and Hard of Hearing Children should my organization be selected as a recipient.

Signature of applicant: \_\_\_\_\_

Name of applicant (printed): \_\_\_\_\_

Date: \_\_\_\_\_

To ensure that this application is complete, please review and check the contents before mailing:

1. Application Form
2. Attached description of program or event

3. Brochures or Supplemental Information that would support this request
4. Consent/Honesty Disclosure Signature