



**OSTEOPATHIC  
FOUNDATION**  
of West Michigan

## Grant Application Guidelines

### Who May Apply

Requests for support are generally considered from applicants who have been designated as nonprofit, tax-exempt public charities as defined in Sections 501(c)(3) and 170(b) of the Internal Revenue Code. The Foundation generally does not consider requests from private foundations, private operating foundations, or political organizations.

**Application Deadline: March 31, 5:00pm**

Submit 2 copies of the grant application to:

Osteopathic Foundation of West Michigan  
800 E. Ellis Road  
Norton Shores, MI 49441

### Application Requirements (must be submitted on paper)

A detailed and completed application should contain the following:

- Name and mailing address of tax-exempt organization. Please indicate the individual to whom correspondence should be addressed.
- Relationship and capacity or title of person signing the application. Note: Each application must be signed by a principal officer of the organization.
- A list of the officers and directors or directors and trustees of the organization.
- A brief history of the organization and its principal programs and accomplishments.
- A concise and clear description of the project with additional information as appropriate, showing the specific needs and problems, the proposed solution, significance of the project, and its expected benefit to the citizens in the Foundation's geographical service area.
- A detailed budget for the project or program for the full term and for the period for which assistance is requested. This should include the total amount to be raised, a list of expected sources of funds, including the amount requested from the Foundation.
- A complete explanation of the necessity for the stated amount requested.
- A statement of whether aid has been sought during the preceding three years from other Foundations and, if so, the names of the Foundations, the amount received from each, if any, and the purposes for each award.

## Additional Required Documentation (may be submitted electronically)

- A copy of its current U.S. Treasury and State tax-exempt letter which must include the tax exemption designation and private foundation classification.
- A copy of the applicant's last annual report and certified financial audit of the last annual financial statement. (If the organization does not have an audited report available, please submit an explanation as to why.)
- Copy of the organization's organizing documents (i.e., current Articles of Incorporation and Bylaws or Trust Agreement).

## What the Foundation Generally Will Not Fund

- Programs outside of the counties of Muskegon, Oceana, Newaygo, and Ottawa
- Routine operating expenses including salaries
- Motor vehicles
- Religious programs that serve, or appear to serve, specific religious denominations
- Existing obligations or debts/liabilities
- Individuals (except for academic scholarships)
- Grants for endowment
- Grants to tax-supported institutions; however, municipalities may apply for a grant for a specific project
- Grants to organizations which discriminate based on race, creed, or gender
- Grants to conduct political activities, propaganda, influence elections, or to influence legislation

## The Application Process

Foundation policy discourages unsolicited personal interviews with the Foundation's Board of Directors, collectively or individually, either before or after the filing of an application. If a formal application needs clarification, the Grant & Scholarship Committee and/or the Board of Directors will request it either orally or in writing. If an applicant has questions regarding the application process, the applicant is requested to please contact the Foundation's office.

Any discussions or indication of interest by the Foundation after submission of an application or on-site investigation will not be construed as a commitment by the Foundation in any way. Each application will be considered on its own merit and accepted or rejected only in writing. All applications are given thorough individual study by the Grant & Scholarship Committee and the Board of Directors. If held for further consideration, the program or project is usually investigated by an Officer or one or more Directors. A final decision is reached by discussion and a majority vote of the Board.

## Decision Making Policy and Time Frame

The Osteopathic Foundation Grant & Scholarship Committee reviews grant applications on an annual basis and makes recommendations to the Board of Directors, who is the decision-making body for issuing grants. Interested applicants must submit their completed applications to the Foundation by May 1.

## Grant Agreement

All grantees are required to provide the Foundation with an executed Grant Agreement.

## Resubmission of Applications

The Foundation's funds will permit it to act favorably on only a small number of the proposals it receives. Consequently, a large number of worthwhile projects may be turned down. If application for the grant is denied, the applicant must wait one year before submitting a new application for the same or similar project.

## Small Grants

For small grant requests of less than \$1,000, the Foundation will accept applications at any time. Requests should be directed to the Foundation's office. Applications will be reviewed on a first-come basis and will be funded based on the scope and degree of impact on individuals within the Foundation's geographical service area.