



Information for Grant Applicants 2024-2025

The Village Club Foundation (TVCF) is a philanthropic, separate 501(c)(3) legal entity affiliated with The Village Club in Bloomfield Hills, Michigan. The Foundation's mission is to offer financial support in the form of grants to qualified nonprofit organizations throughout Wayne, Oakland, and Macomb counties. Our grants focus on the interrelated aspects of community life, basic human needs and services, educational enhancement, and cultural enrichment.

Requests for funds far exceed TVCF's ability to support every worthwhile project; therefore, we are not able to fully fund some grant requests, nor are we able to provide assistance to every applicant. This past year, the average grant for organizations receiving funding was approximately \$5,000.

Changes to TVCF Application and Policies:

In an effort to increase the impact of TVCF funds on the non-profit organizations and projects we support, we have made changes to our application and refined our policies for 2024 – 2025. Please review this information sheet in its entirety.

The Application Process:

The Village Club Foundation welcomes your request for funding. The 2024-2025 application form is available on May 1, 2024, and may be downloaded from The Village Club Foundation's website at TheVillageClub.org/Foundation. For your grant request to be considered by TVCF, you must provide two full sets (paper copies) of your application with supporting material listed below. You may not submit your application prior to June 1, 2024, and it must be postmarked by August 1, 2024. There are no exceptions to this policy. We will notify applicants of TVCF's funding decision by April 2025.

Supporting Material:

1. A copy of the organization's IRS tax-exempt determination letter granting 501(c) (3) status for at least three (3) years. The corresponding EIN must match the EIN listed on Page 1 of the application. If it does not match or is not available, please explain in detail.
2. A copy of the IRS letter stating that the organization is not a private foundation
3. A list of the organization's Board of Directors with affiliations
4. A copy of the organization's organizational chart
5. A copy of the most recent annual independently audited financial statement if available; otherwise, attach IRS Form 990
6. A brief summary of the organization's mission, goals, history – must not exceed one page
7. A list of corporations and foundations from which the organization is also requesting funds for the program or project. Please include dollar amounts and indicate which sources are committed or pending,

Please DO NOT submit any other promotional materials, folders, business cards, etc. You can give those to our review team representatives when they come out to meet with your organization.

The Foundation DOES NOT give grants:

- To cover expenses associated with the organization's overhead costs (i.e., ongoing business expenses that are associated with day-to-day operation), including:
 1. Overhead expenses related to personnel including salaries (or other compensation) to directors, executives, supervisors, administrative staff, and other personnel who function as such. Grant must not ask for personnel benefits of any kind. Grants may include compensation for specialists and instructors brought in for a particular project, if such persons are not also persons described above as overhead.
 2. Overhead expenses related to office space and other facilities including rent, utilities, property taxes, building maintenance and improvements.
 3. Overhead expenses related to day-to-day operations including telephone, media, office supplies.
- To fund medical research or assistance for any specific disease due to the national character of these groups and the intense competition among them.

- For university or college scholarship funds due to the intense competition among these schools and their abilities to raise funds among alumni.

Other Considerations:

- TVCF will only accept grant applications from organizations that have operating budgets below \$10,000,000. This includes in-kind donations.
- Grants will be confined to organizations and their programs located exclusively in and supporting individuals who reside in Oakland, Wayne, and Macomb counties.
- Organizations being considered for a grant will be vetted. This research will include an on-site visit by a Grants Committee review team. Organizations that have received previous grants will be visited at least every other year. Initial visits are mandatory for new applicants.
- Organizations awarded funds must use the money within one year from the date of issue for the stated purpose it was given. It cannot be placed in an escrow, savings, or any account for the purpose of accumulation of funds. The Village Club Foundation must receive written acknowledgment confirming the use of the funds upon receipt, and will again be asked to confirm use of funds prior to December 31, 2025.
- Organizations awarded funds must not re-grant funds to other organizations.
- TVCF will not accept grant applications from organizations that exist to solely support their own members.

For further information, please email TVCF Grants Trustee at foundationgrants@thevillageclub.org