

**DON WOOD
FOUNDATION**

ROLLING GRANT PROGRAM GRANT GUIDELINES

Updated December 2024

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Grant Portal

<https://donwoodfoundation.givingdata.com/portal/campaign/grants>

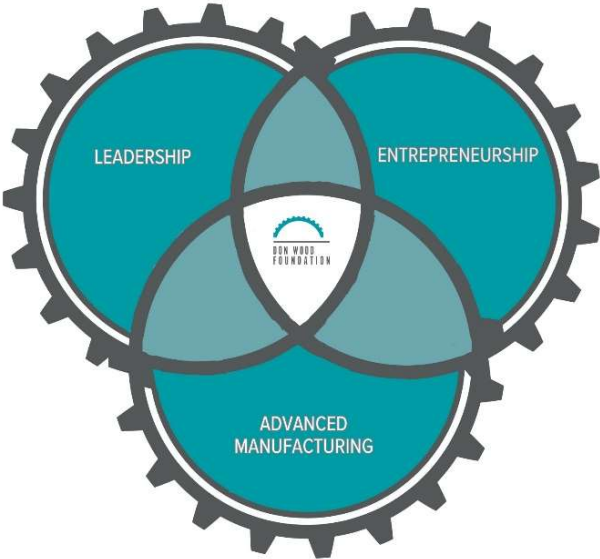
I. ABOUT THE DON WOOD FOUNDATION

The Don Wood Foundation is committed to growing and strengthening the manufacturing sector in the Midwest region. Formerly known as the 80/20 Foundation Trust, the Don Wood Foundation was founded in 2018 by Don Wood, the late founder of 80/20, Inc. Today, the Don Wood Foundation is an independent, private foundation governed by a 7-member Board of Trustees.

II. GRANT PRIORITIES

A. LEADERSHIP, ENTREPRENEURSHIP, AND ADVANCED MANUFACTURING

The Don Wood Foundation accepts grant inquiries and requests to fund programs that support leadership development, entrepreneurship, advanced manufacturing, and sales in northeast Indiana. Requests involving two or more of these priorities are of special interest.



- **We support the development of leaders** in a way that honors Don Wood’s philosophy of leadership. “Success is no accident, it is HARD WORK, perseverance, learning, studying, sacrificing, and most of all, LOVE of what you are doing.”
- **We support the development of entrepreneurs** by investing in programs that improve their access to community, skill-building, and capital.
- **We support the development of talent** so that northeast Indiana will fully realize its potential as a leading, 21st-century **manufacturing industry** center in the Midwest.

B. TYPES OF REQUESTS

The Don Wood Foundation accepts one-year and multi-year requests for:

- Scholarship Programs*,
- Capital Building,
- Capital Equipment,
- Programming,
- Planning, and
- Research.

*The Don Wood Foundation supports organizations that provide scholarships to students. The foundation does not currently offer scholarships to directly individuals.

Typical grantees are nonprofit organizations with a 501(c)3 tax designation or a fiscal agent with that status. These include, but are not limited to:

- Career and technical education (CTE) centers and programs,
- Colleges and universities,
- Community foundations,
- Entrepreneur Support Organizations (ESOs),
- K-12 public and private schools,
- Nonprofit organizations, and
- Technical colleges, trade schools, and vocational schools.

The Don Wood Foundation does not support the following:

- Advocacy groups,
- Annual funds,
- Endowments or endowed funds,
- For-profit entities,
- Individuals,
- Lobbying,
- Organizations that discriminate by age, race, national origin, ethnicity, color, creed, sexual orientation, gender, or disability,
- Political elections,
- Private foundations,
- Reimbursement to individuals to attend conferences or seminars,
- Religious organizations, except for non-sectarian activities, or
- Tickets and goodwill advertising.

The Don Wood Foundation rarely supports the following:

- Activities and expenses outside of the grant period (i.e., funds already expensed for the project before the beginning of the grant),
- Activities and expenses typically covered by state or federal grant dollars,
- Activities that are solely for the purpose of fundraising or marketing, or
- General operating expenses without a plan for long-term financial sustainability beyond the grant period. General operating expenses include salaries and fees, contractors, rent or mortgage payments, utilities, space rental, promotion and marketing, printing, security, insurance, and building maintenance.

Returning grantees may request funds for a program or project that was previously supported by the Don Wood Foundation. Because the Don Wood Foundation does not support annual funds or general operating expenses, the grantee should be prepared to describe their plans for improving, growing, and sustaining the program.

C. DEMOGRAPHICS

The Don Wood Foundation accepts applications for programs serving both youth and adults and is especially interested in those that reach underserved or under-resourced community members. Applicants are asked to share the number of people they plan to serve through their program or project in each of the age ranges listed below, as well as by race, gender identity, disability, and income. If a grant is awarded, the grant recipient will be required to report on the demographics of the people served through the funded program.

- Preschool
- Elementary school
- Middle school
- High school
- Young adult (Ages 18 – 22)
- Adult (Age 23+)

D. SKILLS AND CREDENTIALS

For most grants, applicants are also asked to describe and measure the skills and credentials the people they plan to serve will gain from their programming. If a grant is awarded, the grant recipient will be required to report on the skills attained by the people they served through the funded program.

- Career exploration
- Skill development
- High school diploma or equivalency
- Industry-recognized certification or credential
- College credit or dual credit
- Associate degree
- Bachelor's degree
- Graduate degree
- Other (please specify)

Please view the next page for more information about the Don Wood Foundation's education and workforce development funnel.

FILLING THE FUNNEL





III. ELIGIBILITY REQUIREMENTS

A. ORGANIZATION TYPE

Applicants must be a 501c3 nonprofit organization, a unit of state or local government, or an institution of higher education. A 501c3 organization may act as a fiscal agent for an organization that has not secured its federal tax-exempt status.

B. IN GOOD STANDING

To receive funds from the Don Wood Foundation, the applicant must maintain good standing during the grant period. A grant applicant is in good standing if it:

- Does not have overdue or unresolved Outcome Reports with the Don Wood Foundation,
- Accurately represents its organization and activities in all documents submitted to the Don Wood Foundation. This includes, but is not limited to, the Grant Ideas Form, Grant Application, Grant Agreement, and Outcome Reports,
- Continues to meet the eligibility criteria, and
- Complies with all federal, state, and local laws and ordinances, including but not limited to those that prohibit discrimination on the basis of age, race, national origin, ethnicity, color, creed, sexual orientation, gender, or disability.

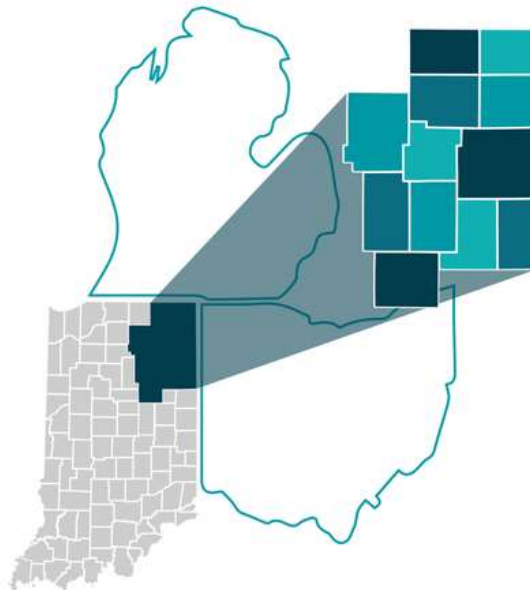
C. LOCATION

The Don Wood Foundation accepts applications from organizations that serve or provide services in Indiana, Michigan, or Ohio. The Don Wood Foundation’s primary region of focus includes 12 counties in northeast Indiana. **Please see the graphic on the next page for a list of the 12 counties.**

Applicants that are headquartered outside of northeast Indiana may be asked to demonstrate one or more of the following:

- How they serve a geographic footprint that includes or overlaps with the northeast Indiana region (i.e., a university that draws students from northeast Indiana communities or provides talent to employers in northeast Indiana);
- How they support the workforce of the northeast Indiana region; and/or
- How they provide a novel or innovative solution that could be expanded to or replicated in the northeast Indiana region.

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IV. HOW TO APPLY

A. ROLLING CYCLE

The Don Wood Foundation accepts grant inquiries at any time throughout the year. **We advise applicants to begin working with a Program Officer at least 180 days before they need funding.**

B. APPLICATION PROCESS

All grant ideas forms, applications, and other documents are accepted online only using the grant portal.

- 1. Complete an eligibility quiz and submit a Grant Ideas Form online. You can access the Grant Portal here.
2. Meet with a Program Officer. Upon submitting your Grant Ideas Form, a Program Officer will reach out to you to schedule a meeting to learn more about your ideas. During the meeting, the Program Officer will evaluate the alignment of your idea with the Don Wood Foundation's grant priorities and your readiness to apply.
3. If invited, submit a formal application. Following your meeting with the Program Officer, you may be invited to submit a formal application. The invitation will be sent via email from our grant portal. Your Program Officer will work with you to determine your application deadline.
4. Decision. Your Program Officer will present your proposal to the Don Wood Foundation Grant Committee. The Grant Committee will provide a funding recommendation to the Board of Trustees. Your Program Officer will notify you of the Board's final decision.

C. APPLICATION TIMELINE

2025 APPLICATION TIMELINE
Applications Due on or before the 15th
Decisions Made by the 30th
January -> March
March -> May
May -> July
July -> September
September -> November
November -> January

V. GRANT APPLICATION EVALUATION

A. ROLE OF THE PROGRAM OFFICER

The Program Officer is a staff member of the Don Wood Foundation who serves as the applicant’s primary point of contact throughout the application process and, if a grant is awarded, during the grant period and reporting process. The Program Officer is available by email and for scheduled phone calls, Zoom meetings, and in-person meetings during regular business hours to answer questions and offer guidance to the applicant. The Program Officer does not have the authority to approve or decline a request but will assist the Grant Committee in the review and evaluation of the proposal.

B. ROLE OF THE GRANT COMMITTEE

The Grant Committee consists of Trustees and other subject-matter experts. The Grant Committee reviews proposals and makes funding recommendations to the Board of Trustees.

C. GRANT EVALUATION

The Grant Committee evaluates proposals based on the following considerations. The Grant Application is designed to provide the Committee with the information it needs to conduct its evaluation.

1. **Alignment**
How would an investment in this project or program impact the communities of northeast Indiana in alignment with at least one of the Don Wood Foundation’s funding priorities of leadership development, entrepreneurship, advanced manufacturing, and/or sales?
2. **Outcomes**
Are the Outcomes presented by the applicant Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART)?
3. **Capacity**
Does the Grant Seeker demonstrate the operational capacity to produce, evaluate, learn from, and report on the proposed Outcomes? This includes an assessment of the Grant Seeker’s leadership and talent, partnerships and collaborations, track record of success, and financial planning.

VI. GRANT AGREEMENT, REPORTS, AND PAYMENTS

After deliberation by the Board of Trustees, the Program Officer will inform the applicant of the Board’s decision and next steps as appropriate.

To accept the grant award and receive grant payments, the applicant will be expected to:

- Complete a Grant Agreement, which will be prepared and sent by email using DocuSign following the Board of Trustees meeting.
- Adhere to the Don Wood Foundation’s marketing and publicity guidelines when using the Don Wood Foundation’s name or logo in press releases, websites, annual reports, brochures,

GRANT GUIDELINES



signage, and other public communications.

- Submit an Outcomes Report by the due date listed in the Grant Agreement and in the grant portal. Multi-year grants may require an annual interim report and check-in meeting with a Program Officer. Outcomes Reports require the grant recipient to report on the progress of the program and the financial management of the grant.

The timing of payments will be determined on a case-by-case basis. Payments are made by check and sent by certified mail.