



# CAMPS, CLUBS, AND COMPETITIONS GRANT GUIDELINES

December 15, 2023

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## CONTACT INFORMATION

For questions and inquiries about the Camps, Clubs, and Competitions Program, contact Nadine Baker at [nbaker@donwoodfoundation.org](mailto:nbaker@donwoodfoundation.org).

**DON WOOD FOUNDATION  
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## **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 seven-member Board of Trustees.

## **II. ABOUT THE CAMPS, CLUBS, AND COMPETITIONS GRANT PROGRAM**

The Don Wood Foundation is interested in supporting programs that engage youth in technology, engineering, and/or entrepreneurship. This includes but is not limited to, STEM Camps, Robotics Clubs, Entrepreneurial Pitch Competitions, and STEM-related classroom programming that engage participants enrolled in K-12 public and private schools and youth-serving nonprofit organizations. Eligible programs can range from one-time or one-day experiences to ongoing, regular programming.

### **A. GRANT OBJECTIVES AND EVALUATION**

Applications will be evaluated based on the grant seeker's ability to demonstrate that their programming meets the following objectives:

- **CURRICULUM RELATED TO TECHNOLOGY, ENGINEERING, OR ENTREPRENEURSHIP**  
Programming should incorporate an age-appropriate, hands-on, participant-driven curriculum related to developing an engineering and/or entrepreneurial mindset.
- **INTEGRATION OF NONCOGNITIVE SKILL-BUILDING**  
Programming should integrate an age-appropriate approach to developing participants' leadership, teamwork, collaboration, verbal and non-verbal communication, agency, self-determination, problem-solving, and creative process.
- **INCLUSIVITY**  
Participation in the program should be affordable, inclusive, and accessible.

### **B. DON WOOD FOUNDATION'S DESIRED OUTCOMES FOR THE PROGRAM**

The Don Wood Foundation will evaluate the effectiveness of the Camps, Clubs, and Competitions Program by aggregating and evaluating the following data for grant recipients:

- **REGIONAL IMPACT**  
The Camps, Clubs, and Competitions Program will demonstrate increased access to technology, engineering, and entrepreneurship programming in all twelve counties of northeast Indiana by December 31, 2025.
- **INCLUSIVITY AND OUTREACH**  
Camps, Clubs, and Competitions Program will support increased access to technology,

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engineering, and entrepreneurship programming for traditionally underserved individuals, as measured by comparison to the demographics of the county or northeast Indiana.

- **PROGRAM EXPANSION**

Camps, Clubs, and Competitions Program will support the startup of at least five (5) new programs by December 31, 2025.

- **PARTICIPANT RETENTION AND GROWTH**

Camps, Clubs, and Competitions Program grant recipients will experience an increase in participation because of access to more funding. At least 25% of Camps, Clubs, and Competitions grant recipients that re-apply for funding in year two (2) will report an increase in anticipated participants.

### C. LOCATION ELIGIBILITY

Eligible grant seekers must primarily serve young people (ages 4–18) who reside in the following counties of northeast Indiana.

1. Adams
2. Allen
3. DeKalb
4. Grant
5. Huntington
6. Kosciusko
7. LaGrange
8. Noble
9. Steuben
10. Wabash
11. Wells
12. Whitley

### D. ELIGIBLE REQUESTS

**Applicant Type:** Public and private K-12 schools, CTE centers, universities, nonprofits, and organizations that use a fiscal agent with a 501(c)(3) tax designation are eligible to apply. Some examples of organizations that offer technology, engineering, and entrepreneurship programming include 4-H Clubs, Girl Scouts, Boy Scouts, school teams, school classrooms, afterschool clubs, robotics clubs and competitions, entrepreneurial clubs and competitions, and summer opportunities. Other applicants not listed who meet the criteria are eligible to apply.

**Volunteer-Led Programs:** While the Don Wood Foundation acknowledges that many youth programs are volunteer-driven, we ask that funding requests be submitted by an employed staff member, board member of the organization, or fiscal agent representative acting on behalf of the program.

**Competitions:** The Don Wood Foundation will consider requests for funding or additional funding from teams that advance in a competition and have an opportunity to compete at a regional, state, or national level. **The Don Wood Foundation strongly prefers that funds be used to ensure that all team members can participate in the competition, especially those for whom the personal expenses of entry fees, travel, hotel, and/or meals may be a barrier. A separate request form will need to be submitted for competitions. Please see the instructions below.**

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### E. REQUEST AMOUNT

**Existing Programs:** The total request should not exceed \$10,000 or one-third of the total program expenses for one year, whichever is less.

**Startup Programs:** The total request should not exceed \$15,000 or half of the total program expenses for one year, whichever is less.

**Competitions:** The total request should not exceed \$5,000 and be used to ensure that all team members can participate, especially those for whom cost may be a barrier.

**Already applying to the Don Wood Foundation's Rolling Grant Program?** The Don Wood Foundation welcomes an organization to apply for and receive support from the Camps, Clubs, and Competitions Program at the same time as its general Rolling Grant Program.

**Grant Renewal or Reapplication:** The Don Wood Foundation welcomes an organization that received a grant to re-apply **after completing a satisfactory Outcomes Report**. The Don Wood Foundation welcomes an organization that was declined a grant to re-apply in the following year.

### F. ELIGIBLE EXPENSES

The total request may include the following items; **all expenses should be directly program related.**

#### ELIGIBLE PROGRAM EXPENSES:

- Personnel
  - Honorariums
  - Stipends
- Space and Operations
  - Space Rental or Mortgage
  - Utilities
  - Security
  - Insurance
  - Maintenance
  - Cleaning Services
  - Information Technology
  - Accessibility Accommodations
- Supplies
  - Consumable supplies and materials
  - Personal Protective Equipment (PPE)
  - Equipment rental
  - Printing of materials
- Association Dues or Fees
  - Association dues or fees that are directly related to the team's eligibility to participate or compete in a program, such as a robotics club.
- Awards of Cash
  - Applies to competitions such as awards to winning teams.
- Participation Fee Assistance
  - Financial assistance to cover fees, dues, or participation fees to remove such costs as a barrier for low-income participants.
- Participant Meals
  - Food and beverage for participants, especially low-income individuals.
- Transportation

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- Activities that remove transportation as a barrier for participants, especially low-income individuals, or individuals with disabilities.

### ELIGIBLE STARTUP EXPENSES:

In addition to the eligible expenses listed above, new programs may also request funding to support the following startup expenses:

- Capital Expenditures
  - Purchases of tools, equipment, or technology (hardware or software) for the program that are expected to last more than one year or season.
- Evaluation
  - Contracted professional services or technology to evaluate and report outcomes for the program.
- Staff or Contractor Training
  - Professional development that prepares staff or contractors to deliver better outcomes for the program.
- Marketing
  - Advertisements for print, radio, or television
  - Design, production, and/or distribution of flyers or brochures
  - Social media
  - Website development or hosting

### INELIGIBLE COSTS:

- Activities and expenses unrelated to the program
- Activities and expenses outside of the grant period
- Alcoholic beverages
- Annual funds or operating funds
- Cash reserves, endowment accounts, deficit reduction or elimination
- Fundraising costs or activities that are solely for the purpose of fundraising (i.e. galas)
- Home office workspace
- Items typically covered by federal or state funding (i.e., replacing the Carl D. Perkins grant award)
- Lobbying
- Programs or projects that are delivered outside of the United States
- Projects that enhance the property of religious institutions
- Projects that promote political, denominational, religious, or sectarian ideas
- Purchase of artwork or vehicles
- Taxes and interest
- Travel outside of the United States

## III. PROGRAM TIMELINE

The Don Wood Foundation will begin accepting requests on January 2, 2024. **Applications are reviewed in the order they are received.** The application will remain accessible until all funds allocated have been awarded.

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## **IV. APPLICATION**

Applications to the Camps, Clubs, and Competitions Grant Program are intended to be quicker to complete than the typical Don Wood Foundation grant application and must be submitted through the Don Wood Foundation's online grant portal. Grant seekers must pass eligibility and submit proof of 501c (3) status to apply. First-time grant seekers will be required to create an organizational profile in the grant portal to initiate the process.

### **ELIGIBILITY QUIZ**

1. Is your organization tax-exempt under Section 170(b)(1)(A)(v) of the Internal Revenue code?
2. Please confirm that your organization provides services primarily in northeast Indiana.
3. Please confirm that your request is for an eligible Camp, Club, or Competition.

### **APPLICATION QUESTIONS**

1. Organization Information
  - a. Organization Name
  - b. Organization Address
  - c. Organization Tax ID
  - d. What is your non-profit status?
  - e. Nonprofit status Letter from the IRS (upload)
  - f. \*\*Who is your fiscal agent? (This question only appears if you have a fiscal agent)
  - g. \*\*Fiscal agent agreement upload (This question only appears if you have a fiscal agent)
2. Contact Information
3. Program Overview
  - a. Program Name
  - b. Request Type: (Examples: Robotics Camp, Robotics Club, STEM Camp, Robotics Class, Entrepreneurial Pitch Competition)
  - c. Program Description: Please briefly describe your program. This language may appear in your grant agreement and future publications. (100-word max)
  - d. Program Start Date
  - e. Program End Date
  - f. Program Location
4. Request Information
  - a. Request amount
  - b. Please upload your program budget using the provided template. **<Download the budget template here.>**
5. Program Details
  - a. Program Curriculum:

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- Please describe your program curriculum. How will you incorporate an age-appropriate, hands-on, participant-driven curriculum for developing skills in technology, engineering, and/or entrepreneurship? How will you measure or evaluate your participants' skill development? (250-word max)
- b. Noncognitive Skill Development:
  - Please describe how your program will integrate an age-appropriate approach to noncognitive skill development, such as, but not limited to, leadership, teamwork, collaboration, verbal and nonverbal communication, agency, self-determination, problem-solving, and the creative process. How will you measure or evaluate your participants' noncognitive skill development? (250-word max)
- c. Program Inclusivity:
  - Please describe how your program will engage participants who may face barriers such as income, disability, geography, gender, race, ethnicity, or other factors. How will you assess your program's accessibility and inclusivity? (250-word max)
  - If you plan to use this grant to remove costs as a barrier for low-income participants such as covering participation fees, meals, or transportation, please explain. How many individuals do you expect will benefit from assistance? (250-word max)
  - Please complete the attached chart with your anticipated participant demographics. [<Download the chart template here.>](#)

## V. OUTCOMES REPORT

Outcomes reports must be submitted using the Don Wood Foundation's grant portal on an annual basis per the schedule listed above or before the grant seeker's next request for a Camps, Clubs, and Competitions Program Grant, whichever happens first.

1. Overview
  - a. Please complete the attached chart with your actual participant demographics. [<Download the chart template here.>](#)
  - b. Please upload a photo of your participants as evidence of the fun and learning accomplished by this program.
  - c. Please indicate if you permit the Don Wood Foundation to share these photos publicly. By selecting Yes, you affirm that you have obtained written permission from the participants and/or their guardians to share and publish their photos. (Select: Yes or No)
2. Financial Report
  - a. Please upload your program budget actuals using the template provided. [<Download the budget template here.>](#)
3. Narrative Report
  - a. Program Curriculum: What were the outcomes of your program based on how you measured your participants' development of technology, engineering, and/or entrepreneurship skills? What did you learn that would make your curriculum more effective in the future? (250-word max)

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- b. Noncognitive Skill Development: What were the outcomes of your program based on how you measured your participants' development of noncognitive skills? What did you learn that would make your program more effective in the future? (250-word max)
- c. Program Inclusivity: What were the outcomes of your program based on how you engaged participants who faced barriers? What did you learn that would make your program more inclusive and accessible in the future? (250-word max)
- d. What else would you like to share with the Don Wood Foundation about your program and/or your program participants? (250-word max)

## VI. APPLICATION: COMPETITIONS

The Don Wood Foundation will consider requests for funding or additional funding from teams that advance in a regional, state, or national competition related to technology, engineering, and/or entrepreneurship. The amount of the request should not exceed \$5,000. **The Don Wood Foundation strongly prefers that funds be used to ensure that all team members can participate in the competition, especially those for whom the expenses of entry fees, travel, hotel, or meals may be a barrier.**

### ELIGIBILITY QUIZ

1. Is your organization tax exempt under Section 170(b)(1)(A)(v) of the Internal Revenue Code?
2. Please confirm your organization provides services primarily in northeast Indiana.
3. Please confirm this request is for a team participating in a Competition.

### Application Questions

1. Organization Information
  - a. Organization Name
  - b. Organization Address
  - c. Organization Tax ID
  - d. What is your non-profit status?
  - e. Nonprofit Status Letter from the IRS. (upload)
  - f. \*\*Who is your fiscal agent? (This question will only appear if you have a fiscal agent)
  - g. \*\*Fiscal agent agreement upload (This question will only appear if you have a fiscal agent)
2. Organization Contact
3. Competition Information
  - a. Program Name
  - b. Competition Name
  - c. Competition Location
  - d. Competition Start Date



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- e. Competition End Date
- f. Requested Amount
- g. Please tell us about the competition and what you hope your team will experience and achieve. (250-word max)
- h. Please complete the attached chart with your anticipated participant demographics. [<Download the chart template here.>](#)
- i. Please complete the attached budget template for competition costs. [<Download the budget template here.>](#)

### VII. OUTCOMES REPORT: COMPETITIONS

1. Please upload at least one photo of your participants as evidence of the fun and learning at the competition.
2. Please tell us about your team's experiences and achievements at the competition. (250-word max)

### VIII. GRANT AGREEMENT, COMPLIANCE, AND PAYMENTS

Grant recipients will be expected to:

- Sign a Grant Agreement, which will be prepared and sent by DocuSign to the applicant organization's primary program contact. After the Grant Agreement is fully executed, the Don Wood Foundation will send payment according to the terms of the Agreement.
- Abide by the Don Wood Foundation's funding acknowledgment requirements as specified in the Grant Agreement. This will include, but is not limited to, adhering to branding guidelines when using the Don Wood Foundation's name or logo in news releases, websites, social media, annual reports, brochures, and other public communications.
- Submit an Outcomes Report on or before the due date specified in the Grant Agreement. Failure to submit a satisfactory Outcomes Report may result in the grantee's ineligibility for subsequent funding.