ROLLING GRANT PROGRAM
GRANT GUIDELINES
Updated November 2023

Contents

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Grants 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. PILLARS

The Don Wood Foundation accepts inquiries and requests that align with five pillars: Advanced Manufacturing, Entrepreneurship, Sales Training, Leadership Development, and Entrepreneurial Education.

B. TYPES OF REQUESTS

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

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

*The Don Wood Foundation supports organizations that oversee scholarship programs. The Don Wood Foundation does not offer scholarships to individuals at this time.

Typical grantees are nonprofit organizations including but not limited to:

- Career academies,
- Community colleges,
- Community foundations,
- Entrepreneur Support Organizations (ESOs),
- K-12 public and private schools,
- Nonprofit organizations,
- Technical colleges,
- Trade schools,
- Universities, and
- Vocational schools.

The Don Wood Foundation does not support the following:

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

The Don Wood Foundation rarely supports the following:

- 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.
- Activities and expenses typically covered by state or federal grant dollars.
- Activities and expenses outside of the grant period (i.e., funds already expensed for the project before the beginning of the grant)
- Activities that are solely for the purpose of fundraising or marketing

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 from organizations serving both youth and adults. Applicants are asked to share the number of people they plan to serve through their project in each of the age ranges listed below.

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

Applicants are also asked to describe the skills and credentials the people they plan to serve will gain from the list below.

- Career exploration and awareness
- 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 Workforce Development Funnel.

FILLING THE FUNNEL

PRE SCHOOL — *WHAT DO I LIKE?*

ELEMENTARY SCHOOL — *WHAT TRULY INTERESTS ME?*

MIDDLE SCHOOL — *WHAT DO I THINK I MIGHT WANT TO DO IN THE FUTURE?*

HIGH SCHOOL — *HOW DO I BECOME WHOM I WANT TO BE?*

POST SECONDARY — *HOW DO I GET THE SKILLS I NEED TO BE SUCCESSFUL?*

ADULT EDUCATION — *HOW CAN I ADVANCE MY CAREER BECAUSE I WANT TO ACHIEVE MORE?*
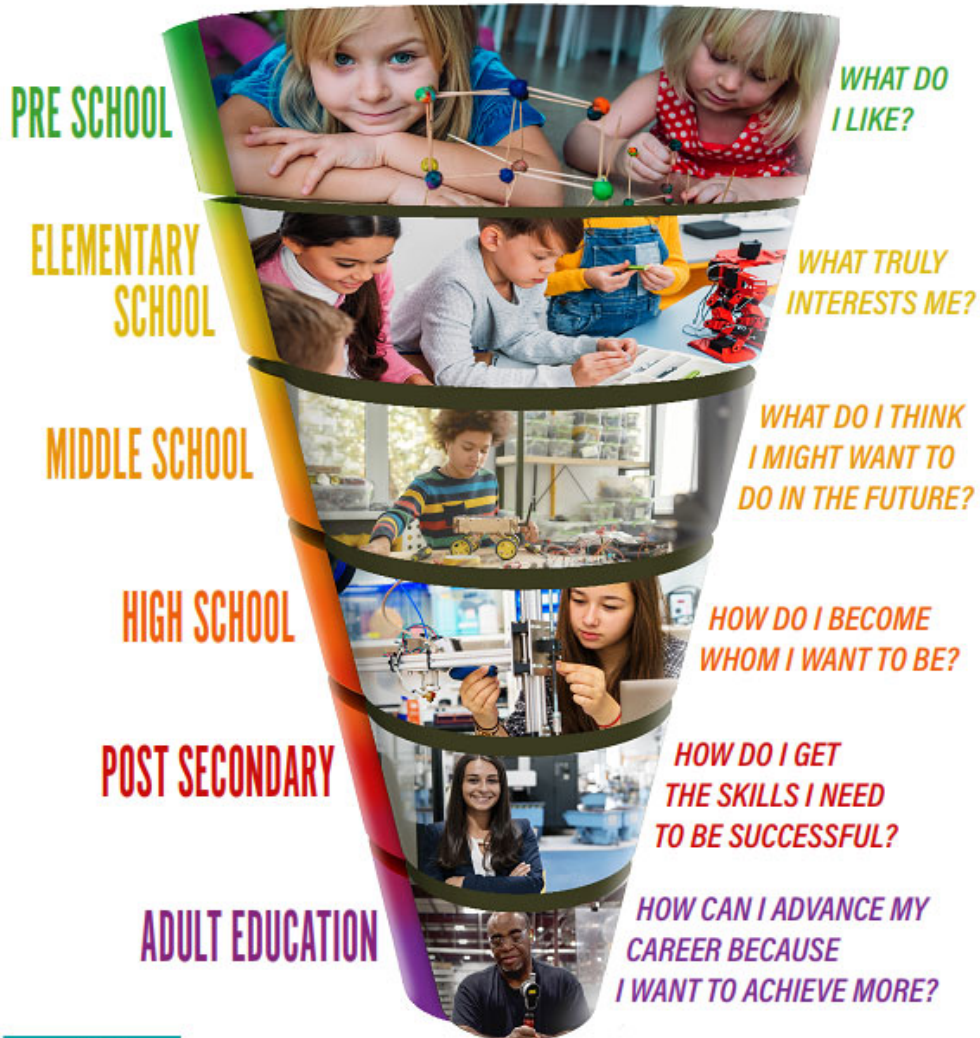
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III. ELIGIBILITY REQUIREMENTS

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:

- 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);

- Support the workforce of the northeast Indiana region; and/or

- Provide a novel or innovative solution that could be expanded to or replicated in the northeast Indiana region.

SERVING INDIANA, MICHIGAN & OHIO - ANCHORED BY N.E. INDIANA REGION.
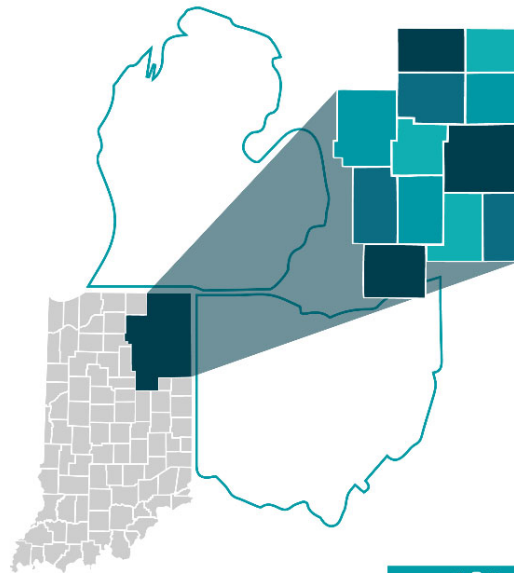
Adams • Allen • DeKalb • Grant • Huntington • Kosciusko LaGrange • Noble • Steuben • Wabash • Wells • Whitley

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IV.   HOW TO APPLY

A. ROLLING CYCLE

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

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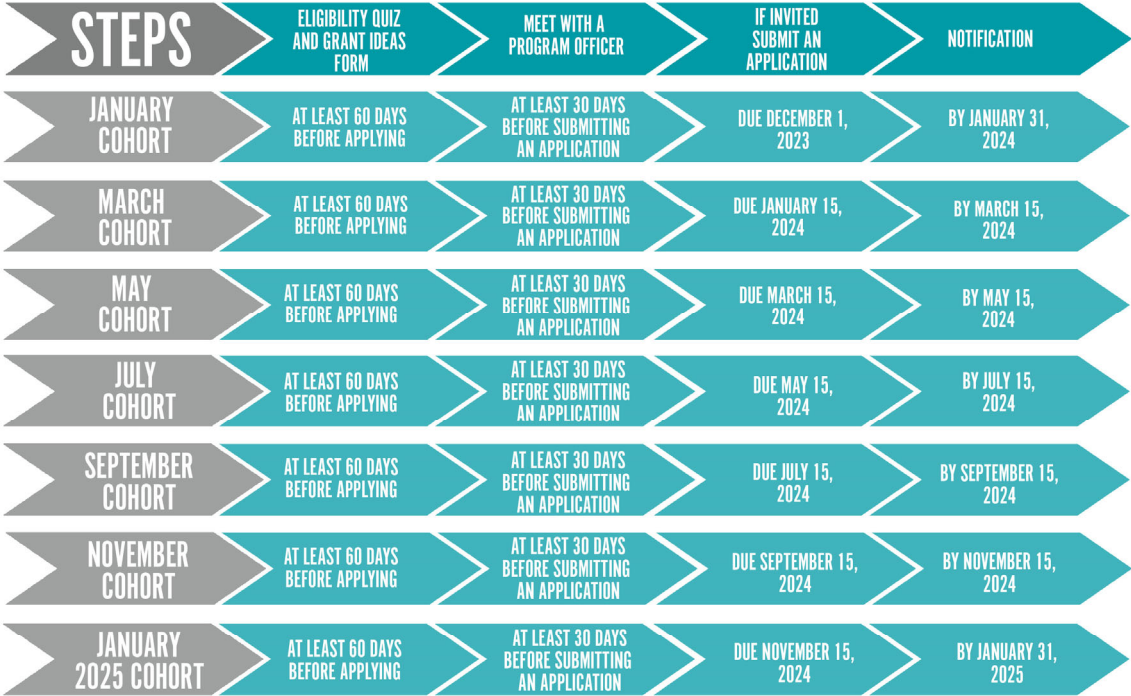FOUNDATION

ROLLING GRANT PROGRAM APPLICATION PROCESS

STEPS	ELIGIBILITY QUIZ AND GRANT IDEAS FORM	MEET WITH A PROGRAM OFFICER	IF INVITED SUBMIT AN APPLICATION	NOTIFICATION
JANUARY COHORT	AT LEAST 60 DAYS BEFORE APPLYING	AT LEAST 30 DAYS BEFORE SUBMITTING AN APPLICATION	DUE DECEMBER 1, 2023	BY JANUARY 31, 2024
MARCH COHORT	AT LEAST 60 DAYS BEFORE APPLYING	AT LEAST 30 DAYS BEFORE SUBMITTING AN APPLICATION	DUE JANUARY 15, 2024	BY MARCH 15, 2024
MAY COHORT	AT LEAST 60 DAYS BEFORE APPLYING	AT LEAST 30 DAYS BEFORE SUBMITTING AN APPLICATION	DUE MARCH 15, 2024	BY MAY 15, 2024
JULY COHORT	AT LEAST 60 DAYS BEFORE APPLYING	AT LEAST 30 DAYS BEFORE SUBMITTING AN APPLICATION	DUE MAY 15, 2024	BY JULY 15, 2024
SEPTEMBER COHORT	AT LEAST 60 DAYS BEFORE APPLYING	AT LEAST 30 DAYS BEFORE SUBMITTING AN APPLICATION	DUE JULY 15, 2024	BY SEPTEMBER 15, 2024
NOVEMBER COHORT	AT LEAST 60 DAYS BEFORE APPLYING	AT LEAST 30 DAYS BEFORE SUBMITTING AN APPLICATION	DUE SEPTEMBER 15, 2024	BY NOVEMBER 15, 2024
JANUARY 2025 COHORT	AT LEAST 60 DAYS BEFORE APPLYING	AT LEAST 30 DAYS BEFORE SUBMITTING AN APPLICATION	DUE NOVEMBER 15, 2024	BY JANUARY 31, 2025

B. APPLICATION PROCESS

All grant ideas forms, applications, and other documents are accepted <u>online only</u> using the grant portal. Please note that this process may be longer depending on the grant seeker's readiness to apply.

1. **ATTEND A DON WOOD FOUNDATION GRANT WORKSHOP.**
   Attending a workshop is optional, but highly recommended if you are applying to the foundation for the first time. [You can register on Eventbrite here.](#)

2. **TAKE THE ELIGIBILITY QUIZ AND COMPLETE A GRANT IDEAS FORM IN THE GRANT PORTAL.**
   If you pass the Eligibility Quiz, you'll be invited to share up to three project ideas. [You can access the Grant Portal here.](#)

3. **MEET WITH A PROGRAM OFFICER.**
   Let's discuss your ideas. Upon submitting your Grant Ideas Form, you'll be prompted to schedule a meeting with a Program Officer. During this meeting, the Program Officer will evaluate your readiness to submit an application and discuss next steps.

4. **IF INVITED, SUBMIT A FORMAL APPLICATION.**
   Following this meeting, you **may** be invited to submit a formal application. The invitation will be in the form of an email from our grant portal.

5. **FINAL DECISION.**
   The Don Wood Foundation Grant Committee will review your application and provide a funding recommendation to the Board of Trustees. Your Program Officer will notify you of the Board's final decision.   #

V.   GRANT APPLICATION EVALUATION

A. ROLE OF THE PROGRAM OFFICER

The Program Officer is a staff member of the Don Wood Foundation. A Program Officer will be assigned to each applicant. The Program Officer will serve 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 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 expert volunteers. The Grant Committee reviews proposals and makes funding recommendations to the Board of Trustees.

C. GRANT EVALUATION RUBRIC

The Grant Committee uses a scoring rubric to evaluate proposals based on a 100-point scale. The Grant Application is designed to provide the Grant Committee with the information they need to conduct their evaluation. **Program Officers are <u>not authorized</u> to share the Grant Committee's scores with applicants; however, they will provide general feedback from the Grant Committee upon request.**

1. **Alignment – Up to 30 points**
   Would an investment in this project or program impact the communities of northeast Indiana in alignment with the Don Wood Foundation's Pillars and strategic priorities?

2. **Outcomes – Up to 50 points**
   Are the Outcomes presented by the applicant SMART (Specific, Measurable, Achievable, Relevant, and Time-Bound)?

3. **Capacity – Up to 20 points**
   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 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, signage, and other public communications.

- Submit an Outcomes Report by the due date listed on the Grant Agreement and in the grant portal. Multi-year grants may require an annual 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.