



COVID-19 GRANT MAKING GUIDELINES & PRIORITIES

Dr. Phillips Charities (comprised of The Dr. P. Phillips Foundation and Dr. Phillips, Inc.) primarily supports nonprofit organizations in Orange and Osceola Counties that provide services and programs in the following areas:

- Arts & Culture
- Children & Youth Services
- Education
- Free Enterprise System & Entrepreneurship
- Healthcare
- Private Property Rights
- Social Services

Due to the adverse effects of COVID-19, the Boards of Dr. Phillips Charities has committed grant funding totaling up to \$1,000,000 to provide general operating support for nonprofit organizations that focus on serving the needs of Central Floridians and/or for nonprofit organization's that suffer from operational impacts caused by the pandemic.

During this unprecedented time, Dr. Phillips Charities will give priority to grant proposals from nonprofit organizations that it has historically supported or who have been innovative in addressing service or operational needs due to the pandemic. The Boards of Directors have further prioritized assistance for organizations that address needs to:

- Help Central Floridians recover from the impact of the recent pandemic;
- Provide basic needs, such as food, clothing, and shelter;
- Serve health needs (including mental health needs) related to COVID-19; and
- Assist Central Floridians who are unemployed due to the economic effects of COVID-19.

Additionally, Dr. Phillips Charities will consider grants to nonprofit organizations who have been directly impacted by COVID-19 by direct loss of income as a result of cancelled events, shows, programs and/or support.

These policies are subject to change at any time without notice.

COVID-19 GRANT PROPOSAL PROCEDURES

The COVID-19 Grant Proposal Process will operate as follows:

- A nonprofit organization submits the *COVID-19 Letter of Intent* (link here) ***on or before July 31, 2020;***
- Should Dr. Phillips Charities decide to extend an invitation to submit a grant proposal to the organization, an invitation will be extended ***on or before August 14, 2020;***
- A nonprofit organization that is invited to submit a *COVID-19 Grant Proposal* must submit the proposal and all its attachments ***on or before September 4, 2020;***
- All *COVID-19 Grant Proposals* will be reviewed and a funding decision will be made by the Board of Directors before the end of November 2020.

To submit a *COVID-19 Letter of Intent* ("COVID-19 LOI"):

- Review these *COVID-19 Grant Making Guidelines*; and
- Submit a completed *COVID-19 Letter of Intent* and its required attachments.



A completed *COVID-19 LOI* must be either emailed to kmartin@drphillips.org or mailed to Dr. Phillips Charities at PO Box 692709, Orlando, Florida, 32869-2709, and must be postmarked on or before on July 31, 2020. Any hand delivered or faxed *COVID-19 LOI* will not be accepted.

If there is an interest in the organization's *COVID-19 Letter of Intent*, Dr. Phillips Charities will extend an invitation to the organization to submit a *COVID-19 Grant Proposal* ([link here](#)) for further consideration.

NOTE: An invitation to submit a *COVID-19 Grant Proposal* does not guarantee the proposal will be approved.

A nonprofit organization may submit a *COVID-19 Grant Proposal* **only** if it:

- Has submitted a *COVID-19 Letter of Intent*, and
- Has been invited by Dr. Phillips Charities to submit a *COVID-19 Grant Proposal*.

To submit a *COVID-19 Grant Proposal*, complete the proposal ([link here](#)) and submit **one copy**, single-sided, no staples, securely clipped together in the upper left hand corner. The cover page of the proposal must be signed by the chief paid staff member of the organization and the Chairman or Vice-Chairman of the organization's Board of Directors (who is not a paid staff member) to indicate that the Board has approved filing the grant proposal before its submission. Completed grant proposals must be either emailed to Kate Martin, Grants Manager, at kmartin@drphillips.org; or postmarked and mailed to Dr. Phillips Charities at PO Box 692709, Orlando, Florida, 32869-2709 on or before September 4, 2020. Due to the nature of COVID-19, hand delivered or faxed applications will **not** be accepted.

At the discretion of the Boards of Directors, a request may be made to an organization to participate in a grant review meeting prior to the Boards' decision being made. The receipt of such a request (or the failure to receive such a request) does not indicate whether a grant proposal will be approved by the Boards of Directors.

Grants are made **only** to organizations and institutions exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. In addition, if the nonprofit organization is a supporting organization, Dr. Phillips Charities will only consider the organization's grant proposal if it is either a Section 509(a)(1) or Section 509(a)(2) supporting organization. Grants are not made to Section 509(a)(3) supporting organizations.

COVID-19 LOIs that are missing information, are inaccurate, or are outside of the stated guidelines may not be considered.

Proposals for endowments, research, travel, trips or tours, youth sports teams or sports leagues, scholarships, conference attendance, newsletters or other promotional materials, magazines or books, and television or video production are discouraged. **Proposals to purchase vehicles, to retire accumulated debt, or for legislative lobbying or other political purposes will not be considered.**

COVID-19 GRANT DECISION MAKING PROCESS

Staff will screen all proposals for completeness, accuracy and consistency with stated guidelines. Grant review meetings will be held at the discretion of the Boards of Directors. Thereafter, the Boards will make a final decision regarding the proposals. This review process may take several months.



The merits of a grant proposal are based on relevance to the Dr. Phillips Charities' areas of support and to the COVID-19 priorities established by the Board. Additionally, there are several criteria of interest to the Board which include, but are not limited to:

- Innovative, cost-effective approaches that include the cooperative effort of several community groups and/or other non-profit funders;
- Programs that are sustainable past the grant period;
- Proposed community impact that is consistent with the level of requested funding; and/or
- Demonstrated expertise among those individuals who will guide and/or staff the project.

Each organization will be notified in writing shortly after a funding decision has been made. Unfortunately, due to limited funds, many meritorious proposals cannot be approved.

POST AWARD PROGRESS REPORTS

An organization that receives a grant from Dr. Phillips Charities may be required to submit progress reports and/or a final report as detailed in the grant award letter. Progress report forms will be provided.

Grant funds awarded may only be expended for the purpose of the grant. If funds are used for unapproved purposes, the organization will be required to return such funds Dr. Phillips Charities, unless otherwise agreed to in writing by Dr. Phillips Charities. Any changes to the grant budget must be approved by Dr. Phillips Charities prior to implementation.