



Grant Making Guidelines

Areas of Support

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 areas of:

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

Qualified Organizations

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 or private foundations.

To qualify for a grant from Dr. Phillips Charities, a nonprofit organization must provide services in Orange and/or Osceola Counties; and must have completed five full years of operation after the date of receipt of its tax exempt determination letter from the Internal Revenue Service.

Dr. Phillips Charities does **not** make grants:

- To individuals or private foundations;
- To private schools for projects, other than scholarships that use a nationally accepted screening criteria to determine financial need;
- To social, religious, fraternal or veteran's groups for projects that primarily benefit their own members or adherents;
- To retire accumulated debt;
- For legislative lobbying or other political purposes; or
- To purchase vehicles.

Grant Programs

Dr. Phillips Charities makes grants that have a significant and lasting impact on the community, including:

- Worthy capital purposes, and
- Innovative projects that
 - Address a critical community need; and
 - Demonstrate a potential for ongoing, sustainable financial support from the community.

Dr. Phillips Charities considers requests to expand innovative programs to make a greater impact in the community, or to continue effective programs while on-going funding is stabilized.



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/or television or video production are discouraged.

Grants for a particular project or program are made on a one-time-only basis. Pledges generally will not exceed a three-year period. **Multiple proposals in a twelve-month period are strongly discouraged.**

Grant Proposal Process

The Grant Proposal Process operates as follows:

- A nonprofit organization submits a *Letter of Intent* to Dr. Phillips Charities;
- After reviewing the *Letter of Intent*, Dr. Phillips Charities determines whether to extend an invitation to submit a *Grant Proposal*, and notify the organization shortly thereafter;
- Only nonprofit organizations that are invited to submit a *Grant Proposal*, may submit a proposal and all its attachments on or before the next grant deadline;
- *Grant Proposals* are reviewed and funding decisions are made by Dr. Phillips Charities' Boards of Directors.

To submit a *Letter of Intent*:

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

Letters of Intent that are missing information, are inaccurate, or are outside of the stated guidelines will be rejected.

If Dr. Phillips Charities has an interest in the organization's *Letter of Intent*, it will extend an invitation to the organization to submit a *Grant Proposal* for further consideration. An invitation to submit a *Grant Proposal* does not guarantee the proposal will be approved.

A nonprofit organization may submit a *Grant Proposal* **only** if it has:

- Submitted a *Letter of Intent*, and
- Been invited by Dr. Phillips Charities to submit a *Grant Proposal*.

To submit a *Grant Proposal*, complete the proposal online and upload all attachments using the instructions sent in the invitation to submit a proposal. Hand delivered, mailed, or faxed applications will not be accepted.

Please pay close attention to the due dates for *Letters of Intent* and *Grant Proposals*. ***Grant Proposals that are late, missing information, inaccurate, or outside the stated guidelines may not be processed.***

Grant Decision Making Process

Dr. Phillips Charities will review all *Grant Proposals* and their attachments for completeness, accuracy and consistency with the stated guidelines. Initial questions, clarifications or additional information may also be requested during the grant decision making process. Failure to respond may delay the consideration of a proposal or may result in a proposal being declined.



The merits of a *Grant Proposal* are based on relevance to the Dr. Phillips Charities' areas of support and to the priorities established by the Boards of Directors. Additionally, there are several criteria of interest to the Boards 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;
- Documentation from independent sources that show the proposed project addresses an important community need; and/or
- Demonstrated expertise among those individuals who will guide and/or staff the project.

At the sole discretion of the Boards of Directors, an organization requesting grant funding of:

- \$100,000 or less may be asked to provide a site visit for the Grant Manager and at least two Board Members; or
- More than \$100,000 may be invited to participate in a grant review meeting.

Any site visits or grant review meetings will take place prior to a final funding decision being made by the Boards of Directors. This review process may take several months.

After a grant funding decision is reached, the organization will receive written notification regarding the outcome. Due to limited funds, not all meritorious proposals can be approved.

Post Grant Award Reports

Organizations that receive a grant from Dr. Phillips Charities generally must submit a *Progress Report* six months after funding is awarded, and a *Final Report* one month after the completion of the grant project or program. *Progress Report* and *Final Report* forms must be submitted online and will include the stated goals, proposed outcomes/objectives, and budget for the grant project or program from the organization's original *Grant Proposal*.

Grant funds awarded may be spent **only** for the purpose of the grant. If funds are used for unapproved purposes, the organization must return the amount of such funds to Dr. Phillips Charities, unless previously agreed to in writing. Any changes to the grant budget as stated in the *Grant Proposal* **must** be approved by Dr. Phillips Charities **prior** to implementation.

As part of the grant reporting requirements, grant expenditures must be accumulated and tracked separately within the grant recipient's accounting software. For such grant budget reporting, it is recommended to use an excel spreadsheet. The accounting report/spreadsheet should reconcile the line items and expenditures to the *Grant Budget Request and Expenditure Report* submitted as part of the original *Grant Proposal*.

Both *Progress Reports* and *Final Reports* must contain a signed and dated statement of approval and verification of the accuracy of the information provided from the organization's Chief Financial Officer (or highest-ranking financial officer). The date of signature should be either the same date or within three days before the date of the report's submission. Dr. Phillips Charities reserves the right to selectively audit certain expenses (i.e. ask for the invoice to backup an expenditure).

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