

GUIDELINES FOR FUNDING

The Deepwood Foundation provides grants and gifts to programs and activities supporting persons with mental retardation and developmental disabilities; aids such persons directly, where appropriate; and promote community awareness of the needs and abilities of disabled persons.

Funding for individuals or families can only be funded up to 3 times in a fiscal year, not to exceed \$1500.00. Funding may be received for 2 consecutive fiscal years, following that a 12-month break in funding is required.

The Deepwood Foundation has adopted a Purchase Order program to supply funds to the many worthwhile programs and needs of the MR/DD community here in the area. The following guidelines have been established to improve the tracking of Grant request and verification of the funding supplied to the various programs and individuals receiving Foundation funds.

“GRANT APPLICATION”

1. Those wishing to apply for funding from the Deepwood Foundation may call the Foundation’s officer to request an application. Those who have a computer with Internet capabilities may down load the appropriate grant application form from the Foundation’s web site. Individuals preferring to utilize the US Postal Service may submit a request for a grant application in writing to the address listed below. All requests shall identify the type of funding desired. Be it an **Individual Grant** request or a **Program Grant** request.

**The Deepwood Foundation 8121 Deepwood Blvd. Mentor, Ohio 44060
Office Phone: 440-350-5208**

2. Grant Applications must be completed in their entirety and returned to the Deepwood Foundation at the above address no later then 2 weeks prior to our review dates. The reviews are presently held quarterly over a 12-month period on the third Monday of the months of March, June, September, and December.

3. After reviewing the quarterly Grant requests, the committee will send a notice of approval or denial of said request in the postage paid envelope supplied by the requester.

4. Denied Grant request notice will identify the reasons the request was denied. As well as, whether the Grant request is applicable for resubmission and further review.

5. Approved Grant request notices will have a purchase order form enclosed with them showing the amount of funds approved by the committee for the requested Grant. **Purchase Orders are valid for a period not to exceed 90 days from their date of issue.**