

## **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 promotes community awareness of the needs and abilities of individuals with disabilities.

Individuals or programs can 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.

Once approved by the Community Assistance Committee a letter will be sent to the individual, so that he or she can share it with the vendor. The vendor should bill the Foundation directly. The following guidelines have been established to improve the tracking of Grant requests and verification of the funding supplied to the various programs and individuals receiving Foundation funds.

### **GRANT APPLICATIONS**

1. Those wishing to apply for assistance from the Deepwood Foundation may call the Foundation's office to request an application or download an application from our website at [deepwoodfoundation.org](http://deepwoodfoundation.org).
2. Grant Applications must be completed in their entirety and returned to the Deepwood Foundation – incomplete applications will be returned. Community Assistance Reviews are held quarterly over a 12-month period during the months of February, May, August, and November. Those applications received by the 1<sup>st</sup> of the review month (i.e. May 1<sup>st</sup>) will be reviewed that month. Those received after the 1<sup>st</sup> of the month will be reviewed at the next quarterly meeting.
3. Please mail applications and supporting documentation to:  
**Deepwood Foundation**  
**8121 Deepwood Blvd.**  
**Mentor, Ohio 44060**
4. After reviewing the quarterly assistance requests, the committee will send a notice of approval or denial. Funding approval is valid for a period not to exceed 90 days from their date of issue.

**We are here to help.** If you have any questions or need assistance in completing the application, please call the Deepwood Foundation office at 440-350-5208 or email us at [deepwood.foundation@lakemrdd.org](mailto:deepwood.foundation@lakemrdd.org). The decision of the review committee is final. We are unable to fund items that are already purchased or services already completed.