



Thank you for your interest in applying for a grant through the SpartanNash Foundation.

The SpartanNash Foundation supports 501(c)(3) nonprofit organizations that align with [our focus areas of Hunger, Heroes and Hope](#) in the communities SpartanNash serves.

Grant requests are reviewed on a quarterly basis. Grant applications must be submitted in one file attachment and sent to foundation@spartannash.com by 5 p.m. ET of the day grant applications are due. Grants applicants are welcome to apply once annually. The grant application and schedule for submission are located at spartannash.com/foundation.

The SpartanNash Foundation supports organizations located within a 30-mile radius of our 147 retail stores, 19 distribution centers, and service centers located in Grand Rapids, Mich.; Minneapolis, Minn.; and Norfolk, Va. The Foundation will only consider applications from organizations providing services in these regions.

The SpartanNash Foundation does not make grants to:

- Organizations that are not 501(c)(3) charitable nonprofits
- Organizations outside a 30-mile radius of our retail stores, distribution centers and service centers
- Organizations that do not align with our pillars of Hunger, Heroes and Hope
- Organizations that have previously received a donation from the SpartanNash Foundation through a retail fundraiser held in the same calendar year
- Individuals, endowments and elected officials
- National ceremonies, memorials, conferences, fundraising dinners, testimonials or other similar events
- Organizations that do not comply with our non-discrimination policy

Proposal Checklist:

- | | |
|--|---|
| <input type="checkbox"/> Cover letter | <input type="checkbox"/> Financial statements, preferably audited, showing actual expenses including: |
| <input type="checkbox"/> Cover sheet | <input type="checkbox"/> Balance sheet |
| <input type="checkbox"/> Proposal narrative | <input type="checkbox"/> Statement of activities (income and expenses) |
| <input type="checkbox"/> List of board members and their affiliations | <input type="checkbox"/> Statement of functional expenses |
| <input type="checkbox"/> Brief description of key staff | <input type="checkbox"/> IRS determination letter |
| <input type="checkbox"/> List of additional funders | <input type="checkbox"/> W9 |
| <input type="checkbox"/> Organization budget | |
| <input type="checkbox"/> Project budget (if not general operating grant) | |

ORGANIZATION INFORMATION

Name: _____ EIN# _____

Legal name (if different): _____

Address: _____ City: _____ State: _____ Zip: _____

Contact: _____ Title: _____

Phone: (____) ____ - _____ Email: _____ Website: _____

Mission: _____

Has your organization received support from SpartanNash or the SpartanNash Foundation in the past?

Yes _____ No _____

If yes, when? _____

For what purpose? _____

Please list any SpartanNash Associates affiliated with your organization in any capacity:

What is your NPO ranking by Charity Navigator _____ and/or GuideStar _____

PROPOSAL INFORMATION

What pillar of support does your request fall under: _____ Hunger _____ Heroes _____ Hope

Provide a 2-3 sentence summary of your request: _____

Population served: _____ Geographic region served: _____

Project dates: _____ Project budget: _____

BUDGET

Dollar amount requested: \$ _____

Total annual organization budget: \$ _____

AUTHORIZATION BY ORGANIZATION

Name and title of authorized signer: _____

Signature: _____ Date: ____ / ____ / ____

Please use the following outline as a guide to your proposal narrative. Also, include a cover letter with your application that introduces your organization and proposal and makes the link between your proposal and the mission of the SpartanNash Foundation.

Proposal narrative

- I. Organization information
 - a. Brief summary of organization's history, including the date the organization was established
 - b. Brief summary of mission, vision and purpose
 - c. Brief description of organization's current programs and activities. Please include statistics and anecdotes that highlight the services provided and impact on the community.
 - d. Current goals and challenges of organization
 - e. Number of board members; full- and part-time staff; and volunteers. Include description of key staff, and list of board members and affiliations

- II. Purpose of grant
 - a. Narrative/program description and case for need
 - i. Opportunities, challenges, issues and needs the proposal addresses and problems to solve.
 - ii. Community/population served.
 - iii. How need was determined.
 - iv. Specific activities.
 - b. Implementation plan
 - i. Overall goals and objectives of situation.
 - ii. Who will carry out activities?
 - iii. Time frame.
 - iv. How proposed activity will benefit the community – be specific regarding the impact you expect to have.
 - v. Long-term funding strategies.
 - vi. List any additional funders. Include name of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources are committed or pending.

- III. Evaluation
 - a. Describe criteria for success. What is the outcome of the goals? What are the intended results, both short and long term? Be specific.
 - b. How will success be measured? What tools will be used to measure these changes?
 - c. Who will be involved in the evaluation and how? (Ex. board, staff, constituents, community, etc.)
 - d. What will you do with your results?
 - e. Please describe the sustainability of your efforts. How will your evaluations affect this?

- f. Please describe your communications plan. What is your method of communication in sharing results with funders, supports and the community?
- g. What volunteer opportunities/additional areas of involvement are there for funders to be involved?

Financials

- I. Financial statements from most recently completed year, audited if available, showing actual expenses. Data should include balance sheet, income statement, P&L statement, Statement of Cash Flows, functional expenses and most recent IRS Form 990 tax return.
- II. Organization budget for current year, including income and expenses.
- III. Project budget, including income and expenses.
- IV. Copy of your current IRS determination letter indicating tax-exempt 501(c)(3) status.
- V. W9