## **SpartanNash**. ○ ○ ○ ○ Foundation

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 <u>our focus</u> <u>areas of Hunger, Heroes and Hope</u> 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. Grant applicants are welcome to apply once annually. The grant application and schedule for submission are located at <u>spartannash.com/foundation</u>.

The SpartanNash Foundation supports organizations located within a 30-mile radius of our retail stores, distribution centers or service centers. 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:**

- Cover letter
- □ Cover sheet
- □ Proposal narrative
- List of board members and their
- affiliations
- □ Brief description of key staff
- □ List of additional funders
- Organization budget
- Project budget (if not general operating grant)

- □ Financial statements, preferably audited, showing actual expenses including:
  - □ Balance sheet
  - □ Statement of activities (income
  - and expenses)
  - □ Statement of functional expenses
- □ IRS determination letter
- □ W9

# **SpartanNash**. ○ ○ ○ Foundation

## **Grant Application – Cover Sheet**

ORGANIZATION INF	ORMATION			
Name:		EIN#		
Legal name (if different): _				
Address:	City:	State:	Zip:	
Contact:	tact: Title:			
Phone: ()	Email:	We	ebsite:	
Mission:				
Has your organization rece		tanNash or the Sparta	nNash Foundation in the	e past?
Yes <u>No</u> No				
				_
	?			
Please list any SpartanNas	sh Associates amiliated v	with your organization	in any capacity:	_
What is your NPO ranking	by Charity Navigator	and/or GuideSi	tar	_
PROPOSAL INFORM	MATION			
What pillar of support does	s your request fall under	: Hunger	_ Heroes Hope	
Provide a 2-3 sentence su	mmary of your request:			
Population served:	Geo	ographic region served	 l:	
Project dates:	Proj	ect budget:		
BUDGET				
Dollar amount requested: S	\$			
Total annual organization b	budget: \$			
AUTHORIZATION B	Y ORGANIZATION			
Name and title of authorize	ed signer:			
Signature:				

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