

GUIDELINES FOR FUNDING

Doc's Deepwood Run 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 disabled persons.

“GRANT APPLICATION”

For those wishing to apply for funding from Doc's Deepwood Run.

Doc's Deepwood Run has adopted a Purchase Order program to supply funds to the many worth while 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 Doc's Deepwood Run funds.

1. Those wishing to apply for funding from Doc's Deepwood Run and have a computer with Internet capabilities may down load the appropriate Grant Application form from our web site. Individuals utilizing the US Postal Service must submit a request for a Grant Application in writing, by mail to the address listed below. **A self-addressed postage paid #10 envelope must accompany the request to receive the application.** The request shall identify the type of funding desired. Be it an **Individual Grant** request or a **Program Grant** request.

Doc's Deepwood Run 4885 Glenlodge Road Mentor, Ohio 44060

2. Grant Applications must be completed in their entirety and returned to Doc's Deepwood Run 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 second Tuesday of the months of February, May, August, and November. **A self-address postage paid #10 envelope must accompany your Grant request to receive a reply from our review committee on the status of your request.**

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.