



2018 Grant Application

This is an interactive application that can be completed in Adobe Acrobat Reader. Complete application, print and mail to the Monogram Foods Support Center. A blank application can be printed and completed offline if you prefer.

Introduction

The Monogram Loves Kids Foundation invites charitable organizations to apply for 2018 grants. Please review these guidelines carefully and submit your Grant Application Cover Sheet and Narrative following the application guidelines.

Monogram Foods will award grants to organizations that sponsor programs benefiting children and families in the eight regional areas in which Monogram does business, including Memphis, TN; Martinsville, VA; Chandler, MN; Bristol, IN; Schulenburg, TX; Harlan, IA; Plover, WI and Boston, MA.

Grants ranging from \$500 to \$10,000 are available per charity. Applications must be received by Thursday, May 31, 2018 by 5PM CST.

About the Monogram Loves Kids Foundation

The Monogram Loves Kids Foundation (MLKF) was created in 2010 as part of Monogram Foods' commitment to give back to the communities in which it does business. Monogram Foods, its shareholders, team members, and vendors believe in sharing their resources and reinvesting in the communities where we live and work. Through the Monogram Loves Kids Foundation, we are passionately committed to supporting organizations that focus on vital community needs and issues centered on children and their families.

Eligibility and Criteria

- Grants can only be made to organizations that are registered 501(c)(3) public charities.
- To be considered for a grant, applicant organizations must be based within 100 miles of a Monogram Foods facility and/or provide services that benefit one of these communities.
 - Monogram operates facilities in:
 - Memphis, TN (Monogram Foods Support Center)
 - Martinsville, VA (Monogram Snacks Martinsville)
 - Chandler, MN (Monogram Meat Snacks)
 - Bristol, IN (Monogram Comfort Foods)
 - Schulenburg, TX (Monogram Pet Treats)
 - Harlan, IA (Monogram Prepared Meats)
 - Plover, WI (Monogram Appetizers)
 - Boston, MA (Monogram Gourmet Foods)
- It is requested that funds be spent within a year from the date awarded.
- Monogram requests that those charities selected to receive grants send photos and/or updates on the funded project. Send updates to Alix de Witt at adewitt@monogramfoods.com unless advised otherwise.

How do I apply?

- You must complete the Grant Application Cover Sheet and Application Narrative beginning on Page 3 to apply for a grant.
- Applications must be received at the mailing address noted below or to Alix at adewitt@monogramfoods.com by Thursday, May 31, 2018 at 5PM CST
- **Faxed applications will not be accepted.**
- **Late applications will not be accepted.**

Mail applications to:

Monogram Foods ATTN: Monogram Loves Kids Foundation
530 Oak Court Drive, Suite 400
Memphis, TN 38117

Review Process

Once received at the Monogram Foods Support Center, the applications will be distributed to the appropriate plants. Your grant application will be read and reviewed by the Communications Committee at the Monogram Foods plant in your organization's region of service. The committees will make recommendations back to the MLKF Board at the Monogram Foods Support Center in Memphis, TN. All charities will be notified of their award status via email or mail by Friday, August 10, 2018. **Grant checks will be mailed to each grant recipient on November 1, 2018.** Grants may be awarded in full or in part; awarded with contingencies; or they may be declined. The committees are not at liberty to discuss your grant application with you. **Please do not call inquiring about your grant application.**

Decision Criteria

The criteria below will help drive the decision making process for the Communications Committee and the MLKF Board:

- How is the project centered on children and families?
- How does the project benefit our community?
- Who, specifically, benefits from this project?
- Is the project clearly defined and realistic?
- Is the project cost-efficient and budget conscious?
- Will this project run without this grant?
- What is the sustainability of this program after project completion?

Cover Sheet on Next Page

Grant Application Cover Sheet

Is your organization an IRS 501(c)(3) public charity organization? ____ Yes ____ No Are your 501(c)(3) filings current? ____ Yes ____ No		
<i>If you answered "No" to one or both of these questions, please do not proceed as your organization is not eligible for a Monogram Loves Kids Foundation grant.</i>		
Organization Official Name:		
Organization Acronym or Nickname (if Applicable):		
Mailing Address:		
City:		State: Zip
Phone:	Fax:	Website:
Facebook page URL:		Twitter Handle:
Organization's Executive Director:		Title:
Organization's Executive Director's Phone:	Employer Identification Number (EIN):	
Name of Person Making Request:	Email Address:	
Phone:	If you receive partial funding for your grant request, will you be able to move forward with your project? ____ Yes ____ No	
Grant Amount Requested \$ _____		

Briefly explain the purpose of your grant request and how you will spend this funding if your organization is selected.

Application Narrative

Please address the following questions in a separate narrative with a font size of at least 12-point, reasonable margins, and no more than two pages.

1. State your organization's mission. Provide an overview of your organization's goals and objectives, communities served, brief history, and how your organization benefits children.
2. Describe the specific needs/issues/conditions that will be addressed by the project/program/activity for which you are requesting MLKF funding.
3. Describe the proposed project/program/activity. Include goals and measurable objectives. Include specific activities, including a timetable and how your organization will accomplish the project.
4. How will this project benefit the community? Who and how many people will be served?
5. How will you publicize the activities and/or results of this project?

Monogram reserves the right to publish information about organizations which receive funding/donations. Press releases will also be issued.