



# Grant Proposal Guidelines

## Families for Friedrich's Ataxia Foundation Board of Directors Guideline to Awarding Financial Assistance Grants

**Purpose** - Families for Friedrich's Ataxia Foundation was established to support, empower, and advocate for individuals and families living with Friedrich's Ataxia. Families for Friedrich's Ataxia is recognized as a 501(c)(3) tax-exempt charitable organization by the IRS.

**Review Process** - Organizations or individuals are selected after extensive review of their grant application, reference checks, inspections (when appropriate), and interviews with representatives of Families for Friedrich's Ataxia. We will consider all applications on an individual basis and grants are awarded based on the availability of funds.

**Grant Eligibility** - When the Board is determining whether to award a grant, the applicant must meet the following criteria:

- Applicant(s) must be a permanent resident inside the U.S.
- Applicant(s) must have diagnosis of FA or be a family member of an individual with FA
- The individual with FA must be living and able to benefit from funds provided if awarded to family
- All funds must be utilized in a manner according to our mission
- Individuals who submit application must be 18 years of age or older
- Applicants need to be both willing and able to provide appropriate proof of the need requested in the grant application
- Applicant(s) must be a 1) nonprofit organization or 2) individuals. If the grant recipient is an individual, the grant shall be paid directly to the service provider whenever possible. In the event that it is not possible for the grant to be paid directly to the service provider, grant recipients must provide receipts showing evidence that the grant was used for its intended purpose within three (3) months of receipt. Failure to provide receipts will automatically prohibit the recipient from receiving any additional funding.
- Families for Friedrich's Ataxia welcomes diversity and encourages all eligible applicants to apply regardless of race, religion, or gender.

*Note: Any and all medical documentation will only be used by Families for FA to verify any grant applicant's case. Under no circumstance will this information be shared with anyone outside the Families for FA grant approval team.*

# Guidelines and Processes

**Application Submittal / Receipt** - Applicant submits the completed grant application to Families for FA electronically, via email, or hard copy by mail for review

**Application Pre-Screening & Vetting of Application** - The Board or Financial Assistance Review Committee reviews the provided information to ensure the application meets eligibility criteria. We may ask for additional information to help verify the need outlined in the application.

**Application Decision** - Our Board meets on a quarterly basis to present findings related to the application and provide a preliminary determination for the board's final consideration and decision. The grant will first be reviewed by the Secretary and Treasurer. If the Secretary and Treasurer unanimously agree to approve the grant, it will then be sent to the President for review and presentation to the board. All grants and scholarships must then be approved by a majority as established in the by-laws, regardless of the amount given.

**Grant Application Response** - We will notify the applicant of the final decision of the grant application along with any details of funding approval or denial at this stage. It can take anywhere from 30 to 90 days for applications to be reviewed and processed. If approved, the grant will be awarded to the recipient identified throughout the application process.

**Additional Information** - Grant awards do not need to be repaid. Grant checks should be cashed/deposited as soon as possible as checks will become void 6 months after issuance. Grant recipients must submit receipts showing evidence that the grant was used for its intended purpose within three (3) months of receipt. In the event that the grant award is not utilized in a reasonable amount of time, the board has the ability to rescind the award.