



JAMIE'S SMILES
SHELBY COMMUNITY FOUNDATION
PO Box 183181
SHELBY TOWNSHIP, MI 48318

Effective Date: March 25, 2019

RE: Requirements for Jamie's Smiles Grant Applicants and Recipients

Following is an enumeration of the criteria and protocols in order to be considered for a Jamie's Smiles grant(s):

1. You must be an organization or program helping children with special needs.
2. All letters requesting grants must contain the following information and be submitted by October 1st of the year of the grant:
 - a. Specific items or categories of items must be specified along with anticipated pricing for each item. Item numbers etc. are not required, but are encouraged.
 - b. Specify which children will benefit from the use of the item(s) to be purchased. A designation such as "children with special needs" is not specific enough. We are interested in specifics as to who the equipment, toy or other product will service. For example, "audio equipment" will be of service to "hearing impaired children." If the item will benefit every child in your program please state that this is the case.
 - c. State the anticipated number of children that the grant will benefit.
 - d. State an anticipated order date for the item(s) to be purchased.
3. Please note that all receipts or purchase orders (PO) should be copied and returned to Gretchen Bates at the Shelby Community Foundation via email to info@JamiesSmiles.org showing the purchase of all items within three months of the date of the grant. The date on the grant check will serve as the date of the grant for purposes of bookkeeping.
 - a. Conditional exceptions for the delay of the submission of receipts may be acceptable when a request for an extension is made in advance of the deadline. If it is known that the items will not be purchased within three months of the grant, please indicate the reason for said delay at the time of grant request.
 - b. It is not the obligation of the Shelby Community Foundation, or fund holder's thereof, to remind grantees of said deadlines. Please note that failure to meet these deadlines or failure to request an extension will impact your program's eligibility for future grants. Additionally, if documentation is not produced prior to the submission deadline for a given year, the organization or program is not eligible for a grant in the following or any subsequent year until documentation has been filed.

We rely primarily on the contributions and support of individuals. As a result, having a "story to tell" about what we are accomplishing with their funds is important. As such, we encourage organizations and programs to purchase larger items with our grant money.

We also request that "in use" photos of the items purchased with grant money be sent when the items are delivered. We use these photos in press releases, on our website and in solicitations. As such, please include the names of all people shown in the photos. We require that signed releases be provided for all children and staff in the photos. Although photos are not required, they help ensure the support of our donors so that future funds continue to be available for programs helping children with special needs. Detailed feedback regarding "success stories" or other information is also appreciated.

We look forward to your submissions. Please forward all requests to: Gretchen Bates, Shelby Community Foundation – Jamie's Smiles, via email to info@JamiesSmiles.org. If you have questions, please call us on the Foundation line at 586/909-5305 or contact Gretchen Bates directly at 586/206-5556.