



JAMIE'S SMILES

FOUR COUNTY COMMUNITY FOUNDATION – JAMIE'S SMILES
141 S. MAIN STREET, SUITE A
ROMEO, MI 48065

Effective Date: July 19, 2021

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 a nonprofit organization or program helping children with special needs.
2. Grant period opens September 1st of each year. 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; please provide 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 all children in your program, state that this is the case.
 - c. State the anticipated number of children that the grant will benefit **AND** the number of children in your program overall.
 - d. State an anticipated order date for the item(s) to be purchased.
3. Financial Report:
 - a. All receipts or purchase orders (PO) should be copied and returned to Gretchen Bates and the Four County Community Foundation via email to info@JamiesSmiles.org and program@4ccf.org showing the purchase of all items within four months of the date of the grant in order to be considered in good standing for future years' grant applications. The date on the grant check will serve as the date of the grant for purposes of bookkeeping.
 - b. A completed "Final Grant Report" (as available on www.JamiesSmiles.org) must accompany your submission via email to info@JamiesSmiles.org and program@4ccf.org.
 - c. 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 four months of the grant, please indicate the reason for said delay at the time of grant request or request an extension in writing prior to the four month deadline.
 - d. It is not the obligation of the Four County Community Foundation, or fundholder's thereof, to remind grantees of any deadlines. Failure to meet these deadlines or failure to request an extension may 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 use the required 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. A minimum of four photos per grant is required, they help ensure the support of our donors so that future funds continue to be available for programs helping children with special needs. "In use" photos of the items purchased with grant money are the most desirable. Detailed feedback regarding "success stories" or other information is also appreciated.

We look forward to your submissions. Please forward all requests to: Gretchen Bates, Four County Community Foundation – Jamie's Smiles, via email to info@JamiesSmiles.org and program@4ccf.org. If you have questions, please call us on the Foundation line at 810/798-0909 or contact Gretchen Bates directly at 586/206-5556.