

CHARITY GRANT INSTRUCTIONS

Grants for the Eagles Art Ehrmann Cancer Fund, D.D.Dunlap Kidney Fund, Lew Reed Spinal Cord Injury Fund, Max Baer Heart Fund, Diabetes Fund, Jimmy Durante Fund, Golden Eagle Fund, Alzheimer's and Muscular Dystrophy Fund are made available every year to 501 (c) 3 organizations. Grants may only be given to Non-Profit Institutions, as dictated under the Articles of Incorporations of the Eagles and must conform to IRS requirements for Non-Profit Institutions. Grants are paid directly to recipients for such purposes as stated in the Charity By-law. Qualifying organizations include but are not limited to local hospitals, universities, camps, clinics. An exception to this rule would be the Children's Christmas Shopping Sprees and HOME Fund Grants. Grants must be for research, education, equipment or supplies. Grant amounts can be anywhere from \$500 to \$5,000 for grants requested by the States and \$6,000 to \$10,000 for special charity occasions.

- JIMMY DURANTE CHILDREN'S FUND grants from the fund can go only to establishments and/or institutions caring for and/or treating mentally and physically impaired children (under the age of 18) and to Hospitals treating children or researching the diseases of children.
- Jimmy Durante Child Abuse Fund grants go to establishments that provide educational material and treatment to help these abused victims.
- DRUG AWARENESS grant is a matching grant up to a maximum grant of \$1,000.00 (which includes the Aerie/Auxiliary contribution of \$100 to \$500)
- CPR Grants are \$1,000.00 and presented only to local Fire Departments or Emergency Medical Service Units and must be held at the Aerie home. The money is to be utilized for CPR equipment. Grant money cannot be used to pay for any class instructor training fees associated with holding a class in CPR.
- The GOLDEN EAGLE FUND grant is to aid charitable organizations sponsoring community oriented programs for the elderly. Grants cannot be given to private nursing homes. Golden Eagle Grants are in the amount of \$1,000.00.
- The H.O.M.E. Fund will also be administered by the Memorial Foundation. This fund is to allow donors from our Eagle Communities to designate and support various charitable organizations that **do not fall under the regular Grand Aerie charitable organizations**. Checks must be made payable to Memorial Foundation/Home Fund and earmarked for the recipient organization, minimum amount of \$100. Attach the check, letter from recipient and a copy of the IRS charitable exemption form **501 (c) (3)** to the grant application. Copy of the grant must be forwarded to the State Secretary for tracking purposes. Some examples of grants under the HOME Fund are: **Make A Wish, Food Banks, Shelters, Schools, Animal Shelters, Toys 4 Tots, etc.**

All grant requests must be submitted on a Universal Grant request form along with **a letter (no emails or brochures) from the recipient on their letterhead explaining their project and what the money will be used for, this is a must for all Charity Grants(even the HOME Fund).** If old forms are used and all necessary information is not attached the grant will be returned. All grants will be forwarded from the requesting Aerie/Auxiliary to their **State Secretary for processing and recommendation by the State Executive Board.** The State will approve or deny the grant based upon the available fund allowance and forward approved grants to the Grand Aerie for processing.

- Earmarked Fund checks will be sent directly to the Grand Aerie for processing.
- If an earmarked donation is requesting back additional funds, the Donation Check and Universal Grant Form must be sent to your State Secretary. The State will then approve or deny the additional fund request. The Donation Check, Universal Grant Form and the State's decision on the additional funds will be forwarded to the Grand Aerie for processing. If no additional funds are requested, the check, grant form and all paperwork can be sent directly to the Grand Aerie Charity Department.

There is a space on the Grant Form for a presentation date, if it is know. This will allow grants to be approved in advance and for the check to be issued and mailed to the local Aerie/Aux. at the appropriate time.

Grants for State Conventions should be sent in **1** month prior to give us ample time to process the many grants that are received before each State Convention.

Grants cannot be given to outside fund raising organizations such as the American Diabetes Association, National Kidney Foundation or Association, American Cancer Society, National Heart Association, National Alzheimer's Association, Muscular Dystrophy Association or to an individual to help defray costs of care or an Aerie as a club.

Grants cannot be used for salaries, administrative costs or for any continuing education.

Grants cannot go to any individual or an Aerie as a club.

Newly instituted Aeries are permitted to receive a \$1,000.00 grant from one of the Grand Aerie major charities. This grant is to be used in conjunction with an event announcing the new Aerie to the local community. As the Aerie establishes itself over the course of its initial year of operation, they will have an opportunity to receive a matching community grant. The Aerie has up to **one year following their Institution** to submit funds up to \$500. The Charity Foundation will match the Aerie donation and provide a grant to the new Aerie's local charity. A Universal Grant Form must be completed in its entirety, including the organization's Tax Exempt number. The Grant form and matching funds should be mailed directly to the Grand Aerie Charity Department. Once all information has been received and verified, the grant will be processed.