

Shared Horizons' Charitable Fund Application For Organizational Awards

About the Charitable Fund

Shared Horizons' Board of Directors launched the Charitable Fund for organizations in 2017. The board of directors created the Fund to support organizations within the DC capital region that provide life-enhancing experiences and services to people with disabilities. Our Charitable Fund is Shared Horizons' way of cultivating ongoing relationships with groups and organizations that share a similar vision and our goal of providing life-enhancing goods and services. The Fund specializes in providing resources for goods, services, and programming that will have lasting effects on the lives of people with disabilities.

Award Guidelines

Awards are made based on organizational needs and the availability of funds. The Charitable Fund Committee exercises full discretion and authority when determining awards.

The Charitable Fund Committee accepts and reviews organizational applications on a rolling basis, but organizations are limited to one award in a 12-month cycle. The COVID-19 pandemic has forced many organizations to rethink the way they provide services. Therefore, during this time, the Charitable Fund Committee is dedicated to supporting capacity building activities that will enable or enhance an organization's ability to provide services in an electronic environment.

The maximum amount per award is \$2,000; however, we ask that you apply for only what is needed. This program has limited resources, and we hope to fund as many programs as possible by ensuring that requests are reasonable.

APPLICATION PROCESS

HOW TO SUBMIT A PACKAGE FOR CONSIDERATION

The Charitable Fund Award application must be completed, signed, and submitted by the Executive Director or their designee.

CONTENTS- A complete package includes the following:

1. Signed application
2. Detailed cover letter (See guidelines below)
3. Any other materials that support your request (See guidelines below)
4. W-9 Form

Email your application, cover letter, materials, and W-9 form to Events@shared-horizons.org.

Notification

We will notify you by email within 14 business days of the award decision. All submissions, approved and not approved, will receive a notification from the Charitable Fund. Applicants not approved can resubmit their application at any time.

Award Acceptance and Conditions

In our attempt to cultivate relationships with organizations serving people with disabilities, their families, and support systems, **we would like to schedule a time to meet (virtually) to discuss future collaborations.** Quintina Hampton, our Resource Specialist, will work with you to set up the meeting.

We rely heavily on donations to support our charitable Fund. We ask that you **help us tell the stories that actuate giving** by completing a post-award survey later and sharing anecdotal information and photos. Our Resource Specialist, Quintina Hampton coordinates post-award activities.

GUIDELINES FOR COVER LETTER

Your letter should:

- Introduce your organization
- Clearly state your organization's mission
- Describe the activity, event, or project for which you are requesting funding
- Discuss anticipated outcomes
- Include the number of people who will benefit directly and indirectly

Additional materials might include:

- Photos
- Testimonials
- Brochures

Contact Quintina Hampton or Tresa Welch at (202) 448-1460 if you have questions about the application process.

SHARED HORIZONS' CHARITABLE FUND APPLICATION

Complete the application and email it to Events@shared-horizons.org

For-profit companies are not eligible for awards at this time.

Organization: _____

Your Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Website: _____

How did you hear about the Charitable Fund?

Colleague Shared Horizons Board Parent Participant Conference/Workshop

Other, please describe _____

FUNDS WILL BE PAYABLE TO THE ORGANIZATION

PLEASE EMAIL FORM W9

Checks will not be processed until FORM W9 has been received.

Signature of Executive Director or Designee

Date

Contact Quintina Hampton or Tresa Welch at (202) 448-1460 if you have questions about the application process.

Internal use only below this line

RECEIVED	REVIEWED	NOTIFIED
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