# 2019 Annual Grant Guidelines

In 2005, the Church & Dwight Co., Inc. Employee Giving Fund (“EGF”) was established to meet the desires of Church & Dwight Co., Inc. (“C&D”) employees to financially assist those who are less fortunate, and to actively support and participate in the good works of non-profit organizations dedicated to that end. Contributions from the Fund are made directly to qualified organizations in the communities where C&D employees live and work, primarily in New Jersey and Eastern Pennsylvania.

The EGF is a workplace giving program currently administered by a committee of employees (“Grants Committee”), which represents a cross section of employees working at the Ewing and Princeton, NJ facilities. This committee is responsible for administering the Fund, evaluating grant applications and determining those who will receive grants from the Fund.

When the grant solicitation period is announced, non-profit organizations that provide services under the selected program areas may submit formal grant applications to the EGF for consideration. The Grants Committee then evaluates all submitted applications and awards grants to those organizations that serve the program areas selected by C&D employees, and those that best meet the overall EGF guidelines. Grant decisions are also influenced by the EGF’s annual budget available for disbursement.

For 2019 grants, primary consideration will be given to applications from organizations serving, or requesting funding for a project, under one of the following program areas:

|  |  |
| --- | --- |
| * Animal Rescue * Disadvantaged Youth | * Health Related Causes * Preservation of the Environment |
| * Domestic Violence | * Relief of Hunger |
| * Educational Scholarships | * Services for the Elderly |
| * Homelessness | * Services for the Military/First Responders |
| * Visual and/or Performing Arts | |

The Grants Committee uses the following guidelines when evaluating grant applications:

* The organization submitting the request for funds **must possess a 501(c) designation** from the Internal Revenue Service and be organized and operated with a philanthropic focus.
* The program or organization operates within one of the selected program areas designated by the Fund, and the activities supported by our grants must be charitable as defined under the appropriate provisions of the U.S. Internal Revenue Code and Treasury Regulations.
* Preference is given to organizations that have a C&D employee sponsor\*
* The organization provides programs of the highest quality and services are provided directly to the people/constituency in need
* A high percentage of fundraising dollars reach the intended beneficiaries of the support
* Measurable results can be produced, if requested
* *The EGF receives many grant applications annually and as a result, the Grants Committee prioritizes grant requests sponsored by a C&D employee.*  ***Without an employee sponsor, grants may be made at a reduced level or declined. Please note that C&D employees are limited to sponsoring 3 annual grant applications per calendar year. If you did not receive a grant in 2018, we strongly recommend that you have an employee sponsor before you apply.***

Overall, the EGF seeks to promote equal opportunity regardless of race, ethnicity, and gender. When the Grants Committee reviews grant applications, they consider how applicants have promoted this belief in both the provision of services and in employment and volunteer opportunities. It is anticipated that most grant awards will fall within the $1,000 to $12,000 range, although exceptions may be made at the discretion of the Grants Committee.

The EGF’s funds are limited in relation to the number of worthwhile grant applications received. Therefore, the EGF will support only those activities that are within its current interests and which are likely to have a significant effect on the target constituency. Support is not given for religious and political activities. Additionally, the following are not supported unless their request for funding falls into one of the designated program areas listed above:

* Youth sports activities or organizations
* Booster clubs
* Fundraising events (e.g., walks, runs, etc.)

To be considered for a 2019 EGF grant award, the attached 2019 EGF Grant Application must be completed in full and **submitted in to** [**egf@churchdwight.com**](mailto:egf@churchdwight.com) **by May 1, 2019:**

**Application should be emailed as a Word Document. Supporting documents can be sent as a pdf.**

**In the subject line of the email, please put 1) the program area you are requesting funding for *(e.g. Hunger Relief)* and 2) the name of your organization.**

The Grant Review process is expected to last from May through October 2019, and select organizations can expect to start receiving their funding in November 2019. Please note that an **incomplete application may not be accepted or may delay your organization’s grant review**.

If you have additional questions on the grant guidelines or the submittal process, please email the Grants Committee at [egf@churchdwight.com](mailto:egf@churchdwight.com).

# 2019 Grant Application

## Instructions

Please read this document carefully and be sure to review the Church & Dwight Co., Inc. Employee Giving Fund (“EGF”) Guidelines before completing this application. To facilitate processing, please return this form in a Word document. Please keep your answers as brief as possible, and note that **typing in your signature at the bottom is acceptable.**

**All grant applicants:** Please complete all of Section I and II, include the required attachments as listed, and sign and date the application. **Please note that a digital signature typed at the bottom is acceptable.**

## Section I – Organization Information

Name of Organization: [Company]

Category (please select one): Choose an item.

Federal Tax Identification Number: Click here to enter text.

What is your 501(c) status? Click here to enter text.

Organization Web Address: Click here to enter text.

Date the Organization was founded: Click here to enter a date.

Mailing Address: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip Code: Click here to enter text.

Telephone: Click here to enter text.

Executive Director (Mr./Mrs./Ms./Other): Click here to enter text.

Telephone: Click here to enter text.

Email Address: Click here to enter text.

Primary Contact, if other than Executive Director (Mr./Mrs./Ms./Other): Click here to enter text.

Title: Click here to enter text. Telephone: Click here to enter text.

Email Address: Click here to enter text.

Organization Mission: Click here to enter text.

Area Served: Click here to enter text.

Church & Dwight Employee Sponsor: Click here to enter text.

* *If a sponsor is listed, please include with your application a signed sponsor form which describes the sponsor’s level of involvement and commitment to your organization. The sponsor may be contacted by the Grants Committee.*

Other than your Employee Sponsor, please list any Church & Dwight Co., Inc. employees involved in your organization and their roles with your organization: Click here to enter text.

## Section II – Grant Information

Name of Organization: [Company]

1. Amount being requested: Click here to enter text.
2. What is the total budget for the program/project? $Click or tap here to enter text.
3. Please describe the community and clients that the program/project will benefit: Click here to enter text.
4. What are the timelines for the program/project and for fundraising? Click here to enter text.
5. Please describe the program or project for which the grant is being requested: Click here to enter text.
6. Please describe how the grant money, if approved, will be used: Click or tap here to enter text.
7. Please describe how the success of the program will be measured: Click here to enter text.
8. Did you receive a grant in 2018? Choose an item.
   * If yes, what was the amount of the grant and for what program/project was the grant used?  
     Click here to enter text.

## Financial Information

### The organization’s current full year budgeted expenses of $Click here to enter text. are Click here to enter text.% Choose an item. than the previous year’s actual expenses.

### If your organization is registered on [charitynavigator.org](http://www.charitynavigator.org), please provide the following scores:

### Overall Score: Click here to enter text.

### Financial: Click here to enter text.

### Accountability & Transparency: Click here to enter text.

### % of Expenses spent on

### Programs: Click here to enter text.%

### Administrative: Click here to enter text.%

### Funding: Click here to enter text.%

### If your organization is not registered on [charitynavigator.org](http://www.charitynavigator.org), please provide the following:

### % of full year budget spent on **administrative/overhead** expenses: Click here to enter text.%

### % of full year budget spent on **fundraising** expenses: Click here to enter text.%

1. Has the organization experienced an operating deficit (i.e., expenses exceeded revenues) in the last two years? Choose an item. If yes, what was the amount of the deficit?

### Year Click here to enter text. Deficit $Click here to enter text.

Year Click here to enter text. Deficit $Click here to enter text.

Please explain the deficit(s) above and the plan for reducing/eliminating it.

Click here to enter text.

## Section III – Attachments

**Please enclose one copy of each of the following items with your application:**

|  |  |
| --- | --- |
|  | Cover letter including a one-page summary of the specific program or project for which the grant is being requested and the organization’s three major core programs or activities. Please also include the expected number of people supported by each program and/or activity. |
|  | Brief History of the Organization including year founded, purpose or mission of the organization, clients and/or areas served, and achievements and goals met within the past two years. |
|  | A copy of your current IRS determination letter indicating 501(c) status. |
|  | Current year itemized operating revenue and expense budget for the organization. |
|  | Most recent audited financial statements. |
|  | List of major corporate and foundation donors for the past two years. |
|  | List of Board members and percent of your Board who contributed to your organization in each of the last two years. |
|  | Sponsor letter, if applicable. |

## Authorization

*The undersigned certifies that they are authorized to represent the organization applying for a grant and that the information contained in this application is accurate. The undersigned agrees that if a grant is awarded to the organization:*

1. *The grant will be used for the purpose outlined in the grant award letter and may not be expended for any other purpose without prior written approval from Church & Dwight Co., Inc.*
2. *Church & Dwight Co., Inc. has received nothing of material value in exchange for the grant, and*
3. *Information about the organization and the grant may be used by Church & Dwight Co., Inc. in any published materials.*

Click or tap here to enter text. Click or tap here to enter text.

Signature of Executive Director or Board Chair Date