

# The Churkendoose

Project 10169 New Hampshire Avenue, #145  
Silver Spring, MD 20903

## Policy and Procedure for Awarding Grants to Nonprofits

Only IRS approved 501(c)(3) organizations will be considered for grants. Grants are awarded exclusively for providing individuals with neurodevelopmental irregularities access to alternative and complimentary therapy and treatment that is not traditionally covered by insurance or provided by governmental agencies. Grants will be awarded for specific projects not for general operating supports.

Neurodevelopmental irregularities are commonly found in people diagnosed with attention deficit disorder/hyperactivity, learning disabilities including dyslexia, Tourette's Syndrome, autism spectrum disorders, bipolar disorders, obsessive compulsive disorder, CHARGE syndrome, conduct disorders and sensory integration dysfunction. Irregularities can also develop as a result of a brain injury, stroke or disease process. Organizations that support people with other diagnoses or conditions will need to demonstrate how the diagnosis or condition is related to irregular neurodevelopment. Neurodevelopment is defined as how the individual's neurological organization develops. In the context of a therapy approach, it refers to how that neurological organization developed in some aberrant way, which will be addressed by the therapy

The project will only fund therapies and treatments that are non drug, non-invasive and non-aversive.

The Board of Directors will verify the organizations 501(c)(3) status with the IRS before dispersing funds.

Organizations seeking funds will complete a grant application.

Proposals must include but not limited to:

1. The need for the program identifying the impact and significance of the project.
2. The target population (who will benefit).
3. The number of people who will benefit.
4. Specific activities and timetables for meeting the objectives.
5. The qualifications of the organization and staff to implement the program successfully, including a history of the organization, description of current activities and an annual report. A roster of the Board of Trustees as well as officers and employees and their affiliations and occupations must also be provided.
6. How the organization will measure and monitor the program's progress and effectiveness including specific outcome measurements.
7. A copy of the organization's letter of tax exemption from the Internal Revenue Service.
8. Financial Information, including but not limited to:
  - A line-item budget identifying the project's income and expenses for its fiscal year(s).
  - A statement of actual revenue and expenses for the last two years for the organization as a whole and for the project, including an audited statement and 990.
  - A list of other contributions and sources of support for the project including any applications currently being solicited.

## **Funding**

The funds awarded shall be used solely for the purposes specified in the application submitted to the Churkendoose Project. Failure to provide complete and accurate information could result in an application not being reviewed or an entire award or grant being terminated.

## **Confidentiality of Information and Liability**

In processing and reviewing applications, The Churkendoose Project will use its best efforts not to disclose confidential or proprietary information contained in submitted proposals. However, the Churkendoose Project has no mechanism to maintain or guarantee the confidentiality of information, and as a non-profit organization, does not have the financial resources to: (a) sustain liability for disclosure of information, or (b) institute mechanisms to maintain the confidentiality of information. Submission of an application is deemed acceptance of these provisions and the applicant agrees not to hold the Churkendoose Project liable for any breach of confidentiality.

## **Application Screening Process**

Each year the Churkendoose Project expects to receive numerous requests for funds. Although many of these inquiries merit support and fall within our guidelines, the Churkendoose Project is only able to grant a limited number of grant funds each year. Members of our Board review applications. Outside consultants may be used where applicable. The Board awards grants upon the recommendations of reviewing members and at their sole discretion. Submission of a proposal is deemed acceptance of these terms and conditions

*Adopted 9/4/07*