

A Voice Discovered Targeted Fundraising Guidelines (Updated April 2017)

Each year A Voice Discovered (AVD) allocates a specific amount of money to be granted for the year with a maximum amount to be granted per applicant. For 2017 we allocated \$7500 to be granted with \$1500 per person as the maximum. When that money is exhausted, AVD wants to continue to help individuals and organizations who need funding assistance by fundraising specifically for that person or organization. To do this we have created additional fundraising strategies.

The grant giving policies will remain the same (please review AVD Grant Giving Guidelines Individual or Organization). The grant process and timeline will be slightly different as outlined below.

For Targeted Fundraising, AVD will help raise up to \$1500 for a specific individual or organization. AVD will provide fundraising for one grant at a time in the order that the grant was accepted. Once the necessary amount is raised, the next grant will be provided targeted fundraising.

The Targeted Fundraising Grant Process/Timeline is as follows

- Download or print the application from our website or send an email if you would like an application mailed to you.
 - www.avoice discovered.com
- Email or mail the application to A Voice Discovered. Please email or call with any questions about the process and someone from the grant committee will return your call within a week.
 - grants@avoicediscovered.com
 - info@avoicediscovered.com
 - Phone number -- (805) 651-3906

A Voice Discovered
Attn: Grant Committee
PO Box 7389
Ventura, CA 93006

- You will be notified within a week of receipt of the application. **If allocated funds have been exhausted for the year, you will be notified about Targeted Fundraising and asked if you would like to proceed with the application process.**
- One of the grant committee members will screen the applications on a monthly basis and will call the contact person on the application with any questions or if further information is required in order to make a determination.
- The applications will be reviewed monthly by members of the grant committee to make a grant determination.
- The contact person on the application will be notified by email or mail of grant status within 2 weeks of the grant committee decision. **If allocated funds have been exhausted, Targeted Fundraising will begin once the details have been discussed with the contact person.**
- With the grant award letter, a Release of Liability Form and photo/video/information release form will be emailed or mailed. These forms need to be read and signed by a parent or legal guardian and then returned to AVD within 90 days of receiving it. If participating in Targeted Fundraising these forms should be returned as soon as possible so that AVD can begin fundraising specifically for that individual or organization.
- A grant committee member will be available to discuss the specifics of targeted fundraising and how AVD will proceed.

Targeted Fundraising will include. . .

- Fundraising specifically for the grant that is being requested at various events (e.g., restaurant night events, vendor fairs, workshops, etc.).
- Use of the AVD website, social media, newsletter and email list to let people know that we are fundraising for a specific individual or organization.

- The amount of information that AVD shares about the individual or organization will be determined by the person applying for the grant and/or the family/caregivers/guardians.
 - The information shared can be completely anonymous or it can include any combination of initials, full name, first name only, age, diagnosis, what is being requested, personal story, photos, videos, etc. This will be completely up to the applicant and the family/caregivers/guardians or the organization.
 - The family/caregivers/guardians or organization will need to sign a photo/video/information release form indicating what information if any can be shared or if they would rather remain anonymous.
- Family/caregivers are encouraged to share the events that will feature the applicant as well as promote the facebook page and website with information about the targeted fundraising for a specific individual or organization.
 - If the contact person/family/caregiver has ideas about a specific fundraiser, they are encouraged to share and work with AVD to develop this.

Once funds have been raised, services can begin or equipment can be purchased. Please review [Grant Application and Timeline](#) for more information.

Acquiring Services and Equipment with Targeted Fundraising

While Targeted Fundraising is taking place, if equipment is being requested, a quote from the company can be acquired. If services are being requested, a professional can be located. However, the contract and work order will not be sent to the professional until fundraising is complete. Services cannot begin until fundraising is complete.

Feedback and Follow-ups

- The grantee or the person who filled out the initial grant application will be asked to complete a follow-up form 6 months after services (e.g., AAC assessment, AAC therapy, AAC training) have been completed or an AAC system has been purchased to provide AVD with information about the client's progress, etc.
- The grantee or the person who filled out the initial grant application will also be asked to complete a feedback form 6 months after services have been completed regarding the grant process.

