



Thank you for your interest in applying for a grant through the SpartanNash Foundation.

The SpartanNash Foundation supports 501(c)(3) nonprofit organizations that provide hunger relief, secure shelter and support our military heroes in the communities SpartanNash serves.

Grant requests are reviewed on a quarterly basis. Grant applications must be submitted in one file attachment and sent to foundation@spartannash.com by 5 p.m. ET of the day grant applications are due. Grants applicants are welcome to apply once annually. The grant application and schedule for submission are located at spartannash.com/foundation.

The SpartanNash Foundation supports organizations located within a 30-mile radius of our 145 retail stores, 19 wholesale and military distribution centers and service centers located in Grand Rapids, Mich.; Minneapolis; and Norfolk, Va. The Foundation will only consider applications from organizations providing services in these regions.

The SpartanNash Foundation does not make grants to:

- Organizations that are not 501(c)(3) charitable nonprofits
- Organizations outside a 30-mile radius of our retail stores, distribution centers and service centers
- Organizations that do not align with our missions of hunger, shelter or patriotism
- Organizations that have previously received a donation from the SpartanNash Foundation in the same calendar year
- Individuals, endowments and elected officials
- National ceremonies, memorials, conferences, fundraising dinners, testimonials or other similar events
- Organizations that do not comply with our non-discrimination policy

Proposal Checklist:

- | | |
|--|---|
| <input type="checkbox"/> Cover letter | <input type="checkbox"/> Financial statements, preferably audited, showing actual expenses including: |
| <input type="checkbox"/> Cover sheet | <input type="checkbox"/> Balance sheet |
| <input type="checkbox"/> Proposal narrative | <input type="checkbox"/> Statement of activities (income and expenses) |
| <input type="checkbox"/> List of board members and their affiliations | <input type="checkbox"/> Statement of functional expenses |
| <input type="checkbox"/> Brief description of key staff | <input type="checkbox"/> IRS determination letter |
| <input type="checkbox"/> List of additional funders | <input type="checkbox"/> W9 |
| <input type="checkbox"/> Organization budget | |
| <input type="checkbox"/> Project budget (if not general operating grant) | |

ORGANIZATION INFORMATION

Name: _____ EIN# _____

Legal name, if different: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact: _____ Title: _____

Phone: (____) - ____ - _____ Email: _____ Website: _____

Mission: _____

Has your organization received support from SpartanNash or the SpartanNash Foundation in the past? (*please circle*) No Yes

If yes, when? _____

For what purpose? _____

Please list any SpartanNash associates affiliated with your organization in any capacity:

Organization ranking: Charity Navigator _____ and/or GuideStar _____

PROPOSAL INFORMATION

What pillar of support does your request fall under (*please circle*): Hunger Shelter Patriotism

Provide a 2-3 sentence summary of request: _____

Population served: _____ Geographic region served: _____

Project dates: _____ Project budget: _____

BUDGET

Dollar amount requested: \$ _____

Total annual organization budget: \$ _____

AUTHORIZATION BY ORGANIZATION

Name and title of authorized signer: _____

Signature: _____ Date: ____/____/____

Please use the following outline as a guide to your proposal narrative. Also, include a cover letter with your application that introduces your organization and proposal and makes the link between your proposal and the mission of the SpartanNash Foundation.

Proposal Narrative

- I. Organization information
 - a. Brief summary of organization's history, including the date the organization was established
 - b. Brief summary of mission, vision and purpose
 - c. Brief description of organization's current programs and activities. Please include statistics and anecdotes that highlight the services provided and impact on the community.
 - d. Current goals and challenges of organization
 - e. Number of board members; full- and part-time staff; and volunteers. Include description of key staff, and list of board members and affiliations

- II. Purpose of grant
 - a. Narrative/program description and case for need
 - i. Opportunities, challenges, issues and needs the proposal addresses and problems to solve.
 - ii. Community/population served.
 - iii. How need was determined.
 - iv. Specific activities.
 - b. Implementation plan
 - i. Overall goals and objectives of situation.
 - ii. Who will carry out activities?
 - iii. Time frame.
 - iv. How proposed activity will benefit the community – be specific regarding the impact you expect to have.
 - v. Long-term funding strategies.
 - vi. List any additional funders. Include name of corporations and foundations from which you are requesting funds, with dollar amounts, indicating which sources are committed or pending.

- III. Evaluation
 - a. Describe criteria for success. What is the outcome of the goals? What are the intended results, both short and long term? Be specific.
 - b. How will success be measured? What tools will be used to measure these changes?
 - c. Who will be involved in the evaluation and how? (Ex. board, staff, constituents, community, etc.)
 - d. What will you do with your results?
 - e. Please describe the sustainability of your efforts. How will your evaluations affect this?
 - f. Please describe your communications plan. What is your method of communication in sharing results with funders, supports and the community?
 - g. What volunteer opportunities/additional areas of involvement are there for funders to be involved?

Financials

- I. Financial statements from most recently completed year, audited if available, showing actual expenses. Data should include: balance sheet, income statement, P&L statement, Statement of Cash Flows, functional expenses and most recent IRS Form 990 tax return.
- II. Organization budget for current year, including income and expenses.
- III. Project budget, including income and expenses.
- IV. Copy of your current IRS determination letter indicating tax-exempt 501(c)(3) status.
- V. W9