



THE DOUGLAS MACHINE  
FOUNDATION

## *Grant Guidelines*

**The Douglas Machine Foundation** was created in 2007 to focus the philanthropic resources of Douglas Machine on community needs. Most of our resources are primarily focused on communities surrounding Alexandria, Minnesota. The Foundation's mission is to provide financial support to nonprofit organizations that focus on community improvement through social services, education and various faith-based initiatives. Douglas Machine's Community Stewardship encompasses all aspects of its philanthropy including Foundation contributions, volunteerism, and in-kind gifts.

The Douglas Machine Foundation's objectives are to:

- Improve the quality of life in our communities.
- Support Douglas Machine employees giving to United Way, social services, education and faith-based organizations through a gift-matching program.

The Foundation's grants focus mainly on three areas:

- Social Services – supporting programs that seek to either strengthen families or serve the needs of disadvantaged people.
- Education – supporting programs that emphasize student academic achievement.
- Faith-Based Initiatives – supporting education, health, human and social services programs that apply Biblical principles to nurture the physical, emotional, intellectual, and spiritual wellness of people.

When evaluating requests, the Douglas Machine Foundation will favor organizations meeting the following criteria:

- Mission is closely related to the Foundation's focus areas.
- Programs or activities involving Douglas Machine employees and retirees.
- Services that create sustainable community improvement.

The Douglas Machine Foundation typically receives many more requests than it can support. A decision to decline a request does not imply that the applicant's program is not needed or valued, but simply that it does not fall within our giving guidelines or priorities, or that funds are not available.

As a standard practice, the Foundation does not support:

- Organizations without 501(c)(3) and 509(a) status.
- Individuals.
- Social, labor, veterans, alumni or fraternal organizations serving a limited constituency.
- Travel by groups.
- Recreational, sporting events or athletic associations.
- Organizations seeking underwriting for advertising.
- Political causes, candidates or legislative lobbying efforts.

The Douglas Foundation makes operating, project and capital grants. Priority is given to operating and project grants. Capital grants receive a lower priority and will largely be made to organizations in and surrounding the Alexandria community, which has a long history of operating support and significant employee involvement.

Grant applications may be submitted at any time. To apply for funding, please complete the application provided and send it with your proposal to the address below. Please include the following information in your proposal:

- Organization's mission statement.
- Objectives for the current fiscal year.
- List of corporate/foundation donors including amount of United Way support.
- Most recent audited financial statement and/or Form 990 filing.
- Copy of the Internal Revenue Service ruling granting tax exemption under Sections 501(c)(3) and 509(a) of the Internal Revenue Code.
- List of Douglas Machine employees and retirees that volunteer with your organization.