

Grant Application Guidelines For Nonprofit Organizations



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Introduction

Thank you for your interest in a MAXIMUS Foundation grant.

Our grantmaking is very competitive and we are only able to fund a small percentage of proposals we receive. Before you apply, please review:

1. This guideline. It is important to learn about changes in our guidelines and application process.
2. The Foundation section on our website, www.maximus.com/foundation, including the Frequently Asked Questions. There, you will find additional information about our work.



About the MAXIMUS Foundation

The MAXIMUS Foundation provides grants to nonprofit organizations and charities that share our commitment in helping disadvantaged populations and underserved communities.

The MAXIMUS Foundation is funded by charitable gifts from the employees of MAXIMUS and supplemented by grants from the Company. It is a nonprofit charitable organization incorporated in the Commonwealth of Virginia and is exempt from tax under Title 26 U.S.C. Section 501(c)(3) of the Internal Revenue Code.

Grantees

The MAXIMUS Foundation makes funding decisions through a competitive, biannual grantmaking process. Submission deadlines for grant proposals are January 31 and August 31 for the spring and fall grantmaking cycles respectively.

The MAXIMUS Foundation is committed to supporting programs that promote personal growth and self-sufficiency through improved health, augmented child and family development, and community development.

DID YOU KNOW?

Contributions to the Foundation are tax deductible, and MAXIMUS matches all payroll deduction employee donations dollar for dollar.

At MAXIMUS, we hold a strong sense of corporate citizenship and responsibility. We recognize the importance of giving back to the communities in which we live and work.

We support three focus areas for grantmaking.

Youth and Child Development

Priority is given to programs that serve disadvantaged or low income youth. Program areas may include but are not limited to:

- Child Abuse Prevention and Supportive Services
- Child Hunger and Nutrition Services
- Enrichment and Education Programs

Community Development

Support is given to programs that focus on community development and redevelopment through supportive services to low income households and communities. Program areas may include but are not limited to:

- Homelessness Prevention and Supportive Services
- Veterans Supportive Services
- Jobs and Training Programs



Health Care

Support is given to health care programs that promote access and services to low income individuals and families, including but not limited to programs that support:

- HIV/AIDS Prevention and Care
- Physical and Developmental Disabilities
- Chronic Care

What We Require

- Clearly stated and specific proposed use of funds
- Statement on how the organization evaluates its program(s) and measures success
- Recent Audited Financials
- 501(c)(3) Letter of Determination
- MAXIMUS Foundation Impact Report from previous awarded grantees (beginning with organizations awarded in Fall 2015)

What We Don't Fund

Grants are not awarded to:

- Individuals
- Advertising, ticket events, or dinner programs
- Political causes or candidates
- Endowments or capital campaigns
- Debt retirement
- Organizations that discriminate on the basis of race, ethnicity, creed, religious affiliation, gender, or national origin.
- Conferences, symposia, or related travel
- Activities, projects, or programs that will be completed before funding becomes available (i.e., no retroactive funding) charitable activities

Frequently Asked Questions

View our FAQ at

www.maximus.com/foundation/FAQ

Other Factors We Consider

After first considering how strongly a proposal fits our mission and aligns with our core values, we then evaluate every grant request according to the following criteria:

- Is the constituency of the organization comprised largely of low income, underserved, and/or otherwise disadvantaged populations?
- Does the organization demonstrate sound fiscal management practices?
- Does the organization demonstrate impact and past success?
- Is a methodology described regarding how the organization will measure their success in achieving their goals?

Grantee Requirements

Please note that as of Fall 2015, all grantees will be required to submit a MAXIMUS Foundation Impact Report.

This online report will be emailed to grantees following the decisions and will be due prior to the corresponding grant deadline the following year.

For example, an organization that applied for the August 31, 2015 deadline and received funding would submit a final impact report no later than August 31, 2016 when they are eligible to apply for a new grant.



Because of our commitment to give back to the communities we serve, we ask that nonprofit organizations complete our online application. This application provides you, the grant seeker, an opportunity to highlight your organization's success and to describe how your mission and values align with those of the MAXIMUS Foundation

Through our own experiences, we know this work can be both challenging and transformative, and that it is an ongoing process. We thank you for your honest reflections.

The application is comprised of 6 sections:

Section 1–3: Contact Information and User Agreement

These sections request basic contact information about the organization as well as our User Agreement.

Section 4: Organization Introduction

This section provides an open opportunity to introduce your organization through a cover letter. Consider how your organization aligns with the mission of the MAXIMUS Foundation. Detail the populations served through your programs. Highlight in what ways your work differs from other organizations doing similar work.

Section 5: Proposal Narrative

In this section, the grant seeker should specify how the requested funds will be used. The need or issue addressed by the request should be described, as well as demographic information about the target population served. These statements should be focused, and not attempt to provide an in-depth introduction to the topic as a whole.



Section 6: Required Documents

The grant seeker must attach audited financials and an opinion from a certified public accountant for the most recently completed fiscal year. A tax return or financial "review" is not sufficient. This is a firm requirement.

You are also required to attach a list of your Board of Directors and a copy of your 501(c)(3) letter of determination from the Internal Revenue Service. Finally, if you wish, you have the opportunity to attach any descriptive material pertaining to your organization.

Since 2001, the MAXIMUS Foundation has given over \$4.3 million to nonprofit organizations.

When

Following are the MAXIMUS Foundation's deadline and approximate timeline for decision dates.

<i>Deadline Dates</i>	<i>Approximate Decision Dates</i>
January 31	Late March
August 31	Late October

All grant requests must be complete and submitted via the online application no later than 11:59 PM (Eastern time zone) on the day of the deadline. Late or incomplete proposals will not be considered.

Starting February 1, 2015, organizations that received a grant from the MAXIMUS Foundation must complete the MAXIMUS Foundation Final Impact Report on the most recent grant before submitting a new grant application. For example, an organization that applied for the January 31, 2015 deadline and received funding would complete a final impact report no later than January 31, 2016 when they are eligible to apply for a new grant.

How

To apply for a grant from the MAXIMUS Foundation, complete the Eligibility Quiz which will then direct you to the online application by visiting www.cybergrants.com/maximus/eligibility.

After the eligibility quiz, if you have not yet created a password, you will need to select the 'First time user? Click here to create your password' link located above the login box. OR If you have already registered, log in using the email address and password with which you already registered.

Please note, applications and attachments will be accepted only through the online portal.



Contacting Us

If you have questions after reading these guidelines, please first review the Frequently Asked Questions on our website. Then if your questions are not answered, please contact us by telephone or email. If you have questions about a submitted proposal, we ask that you wait seven to ten weeks following the application deadline before contacting us. Because we receive so many proposals, we don't have information about proposal status before that point. Thank you!

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Your ongoing support
is sincerely appreciated.

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