



Community Grant Requirements and Process

Aligning with the Autism Society Oakland County (ASOC) mission statement, "To advocate and support meaningful participation in all aspects of life for individuals with Autism Spectrum Disorders and their families", the ASOC offers other non-profit organizations within Oakland County and the greater Detroit area funding through grants each year.

Grant proposals should directly benefit children and/or adults with ASD and their families.

The ASOC strives to support the community in the following ways:

- Improve the availability of recreational opportunities for all people with Autism Spectrum Disorder (ASD)
- Improve the quality of life of teens and adults with ASD in the areas of social experiences, emotional support, daily living skills, housing and independence.
- Improve vocational programming and employment outcomes for people with ASD
- Support families of children with ASD

Note: Grants to benefit a single individual or family will not be considered.

There are two ways to apply:

1. Enter your information in the **Online Community Grant Application** below
2. Click here to download the [ASOC Grant Application](#)

All grant requests are objectively reviewed during our established grant cycle. Each request received is reviewed for **five key areas of complete and concise information**. For appropriate consideration, please ensure that your grant proposal clearly outlines and includes supporting documentation as needed to represent the following areas:

- Goals and Corresponding Outcomes
- Project Description
- Timeline
- Measuring Project Effectiveness
- Budget

Applications are reviewed at the end of each grant cycle by the ASOC Board. If you would like to submit a grant proposal, please complete this grant application form and provide any additional supporting documentation.

Grant Process

Step 1 - Review Project Suitability

Review Autism Society Oakland County grant guidelines and assess whether your project is compatible with Autism Society Oakland County's criteria. The Autism Society Oakland



County encourages applicants to call or email the Autism Society Oakland County at the earliest stage to discuss their ideas to ensure that your proposal meets our grant award criteria before submission.

Step 2 - When to Apply

If your work fits within our guidelines, we welcome your proposal prior to our grant deadlines. Grant applications are reviewed in two cycles each year (Applications MUST be received at the Autism Society Oakland County office by the deadline date — i.e. applications postmarked on that date will be reviewed in the next cycle.)

Fall/Winter Deadline: January 15th

Step 3 - The Application

Please use the following grant application. We prefer electronic submissions, with attachments sent separately if necessary.

Forms and documentation may be submitted by email or by mailing your completed application.

E-mail applications to asocmi@gmail.com.

Please note new mailing address: Autism Society Oakland County, P.O. Box 1825, Clarkston, MI 48347

If you are a new applicant, please include proof of 501(c)(3) tax-exempt status with your application, including your EIN.

Step 4 – Decision

Grant applications will be reviewed immediately following each grant cycle. A decision regarding your grant application will be sent by:

February 4th for the Fall/Winter Grant Cycle

Expectation for grant recipients:

Submit a project report within 30 days of completion of the project. If the project is not completed in the calendar year for which the grant was awarded, grant recipients will need to submit a progress report no later than the end of the calendar year. This should be 2-3 pages, and should include:

- A summary of expenditures (< 1 page) with copies of receipts and invoices attached.
- A short summary about the project with completion dates.



AUTISM SOCIETY

Improving the Lives of All Affected by Autism

Oakland County

- Photos showing before and after shots of the project, or volunteers in action. The Autism Society Oakland County uses these photos in our newsletter or on our web site.
- Any copies of local newspaper/magazine coverage.

Return any unused funds. If the project is not completed within one year of Autism Society Oakland County approval or the agreed time frame, or is completed at less than budgeted all unused funds shall be returned immediately to the Autism Society Oakland County.

Provide Autism Society Oakland County recognition. All projects must acknowledge the Autism Society Oakland County by inclusion of the Autism Society Oakland County logo on signage, publicity and/or outreach materials, including social media. The following wording MUST be included: "This project was made possible by a grant from the Autism Society Oakland County." Sample acknowledgement signage is available from the office.

The Autism Society Oakland County logo can be obtained electronically by clicking here: [ASOC logo](#)



Community Grant Application

Organization Information

Full Legal Organization Name:

Address (including county):

Website:

President/Exec. Director Name and Title:

Phone number (daytime and evening):

Email:

Non-profit 501(c)(3)? Yes No Year Established:

New applicants please include proof of 501(c)(3) tax-exempt status with your application, including your EIN.

Number of Board members:

Total Number of staff:

Number of Volunteers:

Mission Statement (50 words or less):

Brief Description of Organization (75 words or less):

Proposal Expectations

All grant requests are objectively reviewed. Each request received is reviewed for five key areas of complete and concise information. For appropriate consideration, please ensure that your grant proposal clearly outlines and includes supporting documentation as needed to represent the following areas:

- Goals and Corresponding Outcomes
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Community Grant Application

Proposal Request

Program/Project Name:

Location:

Program start and completion dates:

Population Served (include number previous and anticipated number of current participants):

Brief Description of Project/Program:

Program Goals and Objectives:

Length of time equipment would be in use (if applicable):

Indication of how the project assists individuals or families with ASD:

History of funds received from ASOC (dates and amounts for up to three previous years):

Provide Line Item Budget for your requested amount:

Staffing:

Facility:

Equipment:

Other (specify) _____:

Total expense of program:

Revenue (contributions from participants or other grants):



Community Grant Application

Additional Funding Source(s):

Total amount requested from ASOC:

Make Check payable to:

Address to mail check to:

Project Management

Indicate how the program will be managed and staffed to achieve specified goals and the efficient use of funds:

Person(s) who would be responsible for managing the project:

Number of sessions planned during this project period (if applicable):

Requirements upon receipt of ASOC Funds

Acknowledgement

All recipients of ASOC funds are required to publically acknowledge our support. Grantees should use the logo and/or name of Autism Society Oakland County in publications, ads and flyers. Any organization receiving funds from ASOC must give credit to ASOC in all marketing efforts and press opportunities, including written, oral, broadcast, social media and internet.

Documentation of Outcome: At the conclusion of the above funded programs, we require that grantee provide a quantifying summary of clients benefiting from these grants including:

- Number of clients served (used once) in age groups
- Number of clients with an ASD diagnosis, if known
- Number of clients that returned for additional experiences
- Photographs of the program presentation
- Program results, testimonials, anecdotal stories

Agreement

I agree to all requirements for acknowledgement and documentation required by the Autism Society Oakland County.



I agree to submit receipts equal to or exceeding the amount of the grant by June 30, 2017.

I agree to send the ASOC a 1-2 page report that explains the impact of the grant in a quantifiable way by June 30, 2017.

I agree to send the ASOC photos showing my participants involved in the grant project and/or the products generated by the project by June 30, 2017.

I have read and understand the above requirements and obligations for receiving a community grant from the Autism Society Oakland County. I understand that failure to follow these guidelines will impact consideration for future grants. I acknowledge that if I fail to submit a receipt to the ASOC, the grant amount will be considered income for the person/district/company to which the check is written and a 1099 tax form for miscellaneous income will be issued.

Signature of Authorized Representative: _____

Date of Request: _____