

## 2024 Double-Up Donation Match Guidelines

### What is the Double-Up Donation program?

Double-Up Donation is a donation match program facilitated by the Farm Bureau Insurance of Michigan Agent Charitable Fund (ACF). This program supports county Farm Bureaus' efforts to end hunger in their communities by providing matching funds to local organizations and programs that represent the ACF mission. If a county makes a hunger-relief donation in their community, they can request up to \$2,500 in donation match through the ACF. \$20,000 will be awarded in 2024 and donation matches are awarded first-come-first-serve with an approval process.

### Who is eligible to receive matching funds?

- 501(c)(3) nonprofit organizations (ex – local or regional food banks)
- Michigan public, private or charter school districts who are considered tax exempt by the IRS
- County Farm Bureaus that are registered 501(c) organizations may serve as the beneficiary if they plan to use the funds to facilitate a county hunger-relief project

*Counties must provide a valid tax ID number and mission statement for nominated nonprofits or school districts in their application. It is recommended to secure this information before starting the application.*

### What types of programs do you match?

The ACF matches donation requests dollar-for-dollar that reduce food insecurity for children and/or families. **Preference is given to requests that directly purchase and distribute food in the community.** Matchable programs or projects include but are not limited to:

- General support to purchase food for a mobile or standalone food pantry
- County service projects focused on direct hunger relief (ex – facilitating a Thanksgiving meal for community members; purchasing and processing large animals and donating the processed protein to local food banks)
- Backpack, after school, or snack programs
- Nutritional education related to immediate food assistance
- *Hunger-relief infrastructure requests may be considered **in the last evaluation cycle of the year and only if funds are available.** County Farm Bureaus are strongly encouraged to contact the ACF Manager prior to starting an application for infrastructure match.*

### The ACF is unable to match funds for the following:

- Programs that are based or serve clients outside of Michigan
- Programs that do not directly distribute food in the community (ex – paying off lunch debt, requesting funds for clothing, shelter or personal needs, etc.)
- Individuals, including scholarships, loans, sponsorships, or endowments.
- Scientific research
- Organizations who limit services to members of one religious group or whose services propagate religious faith or creed.
- Political organizations and those having the primary purpose of influencing legislation or promoting an ideological view.

### Can I count Double-Up dollars towards my county's Harvest for All efforts?

If your donation request is approved, yes! You can count both county donation dollars *and* the ACF donation match amount in your Harvest for All totals.

## How do I apply?

1. Double-Up Donation requests must be initiated and completed by the county Farm Bureau. The county Farm Bureau will visit [www.endhungerinmichigan.org/donationmatch](http://www.endhungerinmichigan.org/donationmatch) to fill out the donation match request. **Please wait to make your donation until the match request is approved.**
  - a. Donation matches may be awarded based on the following criteria, including but not limited to – clarity of program request, community demographics, innovative programs or new initiatives, timeline for utilization, number of persons impacted and agent involvement.
  
2. If a county Farm Bureau is approved for a donation match, they will make their community donation for twice the approved amount. Donations must be made within three months of the approval to qualify for the donation match. If more time is needed, the county must coordinate with the ACF Manager.
  - a. *Ex – if a county Farm Bureau is approved for up to \$500 in matching funds, they will donate up to \$1,000 to the hunger-relief organization.*
  
3. Once the donation has been received and a receipt has been issued, the county Farm Bureau will email the receipt to the ACF Manager at [agentcharitablefund@fbinsmi.com](mailto:agentcharitablefund@fbinsmi.com). The ACF will reimburse the county for their half of the donation.
  - a. *Ex – if a county is approved for a \$500 matching grant and donates \$1,000 to the hunger-relief organization, the ACF will cut the county Farm Bureau a check back for \$500.*

## What is the evaluation process?

Donation match requests shall be evaluated and awarded six times a year by a committee of ACF donors based on the schedule below. Please note that the completion of a request does not guarantee that the request will be selected for a donation match. If a request is not selected, the Grant Fulfillment Committee will provide appropriate feedback to the county and invite them to rewrite and resubmit their request.

Donation matches will be awarded on a first-come-first-serve basis until funds are exhausted. A county may not receive more than \$2,500 in donation match each year. **Donation receipts from awarded county Farm Bureaus must be submitted to the ACF Manager by Monday, December 16, 2024 in order to receive reimbursement.** If there are remaining and/or additional funds at the end of the year, disbursements may be made at the discretion of the Grant Fulfillment Committee.

The 2024 donation match request form will open in early January. All grant applications must be completed at [www.endhungerinmichigan.org/donationmatch](http://www.endhungerinmichigan.org/donationmatch).

Round	Submission Deadline	Award Notification
1	Friday, February 2, 2024	Friday, February 16, 2024
2	Friday, April 5, 2024	Friday, April 19, 2024
3	Friday, June 7, 2024	Friday, June 21, 2024
4	Friday, August 2, 2024	Friday, August 16, 2024
5	Friday, October 4, 2024	Friday, October 18, 2024
6	Friday, November 15, 2024	Friday, December 6, 2024

## Who do I contact if I have questions?

Please contact the Agent Charitable Fund Manager at [agentcharitablefund@fbinsmi.com](mailto:agentcharitablefund@fbinsmi.com).