

**Grant Application and Reporting Instructions**



See Grant Application Info on our website: “How to Apply for a Grant.” Organizations that have been invited to apply for a grant may download an application form from the Foundation website. Unsolicited applications will not be considered. Grant requests that fall outside the grant cycle may be discussed with the Program Coordinator, but minimal funds are available for out-of-cycle grants. <http://www.shenandoahCF.org>.

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5 hard copies of your proposal and attachments and **1 hard copy** of your financial statement **or** form 990 must be postmarked by February 1, 2018 to:

Shenandoah Community Foundation

 P. O. Box 31

 Woodstock, VA 22664

 Tel: (540) 459-7737

 Please make arrangements if you wish to hand-deliver your hard copy since we are not often in the office.

Also please email one electronic copy of the proposal cover sheet, the narrative and the budget by 2/1/18 to the Foundation at:

 cornersuite@gmail.com

**\* Please name your file with the name of your organization.
EX: Yourcharity.pdf (NOT SCF.pdf or ShenandoahCommunityFoundation.pdf)**

If you have any questions as you prepare your proposal, feel free to contact us. It is important that you follow the instructions carefully. **I.   PROPOSAL COVER SHEET**

**Please print out this cover sheet and place it at the beginning of your grant proposal. Completed proposals must be postmarked or hand-delivered to the Foundation’s offices by the proposal deadline of 1 February 2018.**

1. Information about the applicant organization:

Organization Name:

Address:

Telephone: Fax:

E-mail: Website:

2. Contact Person for information on this proposal:

Name:

Title: Telephone:

3. Title of project:

4. Short description of the proposed project:

5. Total cost of project:

6. Amount requested in this proposal:

1. Please list sources or potential sources of additional funding for this project:

|  |  |  |
| --- | --- | --- |
| Source  | Amount Requested | Amount Committed |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

8. Timetable for project: (month/year) to (month/year)

9. Are you a United Way partner agency? Yes No Other

10. Will you accept partial funding? Yes \_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**II. PROPOSAL COVER LETTER**

All proposals need to include a letter on the letterhead of the non-profit agency (grantee organization).  The letter should state the **amount** and purpose of the requested grant and be signed by the appropriate board or staff member of the grantee.

**III. PROPOSAL**

**A. NARRATIVE – MAXIMUM OF 4 PAGES.**

Please provide a narrative with the following included:

* A clear outline of the project or program to be funded.
* A brief history of your organization.
* A description of the people or community your organization serves or benefits.
* A list of the expected results of the grant.
* Long-term strategies for funding this project (if applicable).

**B. ATTACHMENTS**

Please provide the following:

* The current operating budget for the organization.
* Project budget if applicable.
* **One** copy of your most recent IRS 990 filing or a summary financial statement
* **If first time applicant**, a copy of the IRS determination letter of 501 (c)(3) status.

**C. REPORTING PROCESS**

A grant recipient is expected to use the funds for the purpose approved in the grant award, and funds are to be expended within the specified period of time. If circumstances arise to prevent you from doing either, you need to make a request from the Foundation board to alter the terms of the grant.

In the event that conditions require you to make a change in your project, this also must be reported and any changes in project activities or uses of funds must first be approved by our board.

**The Foundation requires that grant recipients submit a written report on the funded project no later than one year from the date of the grant.**

**D. EXPECTATIONS OF GRANTEES**

The Shenandoah Community Foundation asks grant recipients to help support the Foundation’s work by ***mentioning grant funding in press releases*** and publicity associated with the funded project. The continued growth and success of the Foundation relies on the continued growth of community support and awareness.

We do not look favorably on unrealistic requests or those that include unreasonable “padding.” Please ask for what you really think you need to accomplish your goals, and be clear about what your options are if you do not get full funding from the Foundation.

**GRANT GUIDELINES**

**WHAT ORGANIZATIONS ARE ELIGIBLE TO RECEIVE GRANTS?**
To be eligible for funding, an applicant must:

1. Be a tax exempt public charity under Section 501(c)(3) of the Internal Revenue Code or a government agency. Organizations that derive their tax exempt status from a formal affiliation with another organization may be considered.

2. Provide services within Shenandoah County, Virginia. In certain cases, proposals from organizations serving the larger region of the Shenandoah Valley of Virginia may be considered as long as Shenandoah County residents are served too.

1. Be organized and operated so that there is no illegal discrimination on the basis of race, religion gender, sexual orientation, age, national origin, or disability.

**SIZE OF GRANTS**

Generally, grants will range from $250 to $10,000.

**WHAT IS THE GRANT APPLICATION TIMELINE?**

The Foundation’s Grants Committee currently has one annual grant cycle. See below:

Grant Cycle

Letter of Intent inquiry due to Foundation November 1

Invitation to submit applications sent out by early December

Applications complete and sent to Foundation by February 1

Grants notification In April

* All application materials must be submitted together.
* If an organization received a grant form us last year, ***a report on how the grant money was spent must be submitted with or prior to this year’s application***.
* An organization may not apply for a grant more than once in a calendar year.