



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 considered, but minimal funds are available for out-of-cycle grants. <http://www.shenandoahcommunityfoundation.org>.

Five (5) hard copies of your proposal and attachments and **one (1) hard copy** of your financial statement or IRS Form 990 must be postmarked by February 1, 2021 to:

Shenandoah Community Foundation
P. O. Box 31
Woodstock, VA 22664
Tel: (540) 459-7737

- Please do not use staples or place in notebooks.
- If you wish to hand-deliver your hard copy, please call first to ensure someone is in the office.
- Also, please email one electronic copy of the proposal cover sheet, the narrative and the budget by February 1, 2021 to the Foundation at:

info.scfva@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 2021.

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: _____

7. 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. Anticipated number (or percentage) of Shenandoah residents who will be impacted by the project: _____

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

11. Will you accept partial funding? Yes _____ No _____ Other _____

In submitting this grant proposal, I affirm that the applicant organization is organized and operated so that there is no illegal discrimination on the basis of race, religion, gender, sexual orientation, age, national origin, or disability.

_____ Signature

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 your options, if you do not receive 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 also served.
3. 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 \$1,000 to \$7,500.

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 from 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 community grant more than once in a calendar year.