



Bowman-Shannon Grant Application and Instructions

Complete the following proposal and submit one (1) hard copy and/or one (1) electronic copy of your signed proposal cover sheet, attachments, and financial statement or IRS Form 990.

Applications must be postmarked or emailed no later than **May 1, 2021** to:

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

info.scfva@gmail.com

- For hard copies, 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.

If you have any questions as you prepare your grant 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, hand-delivered to the Foundation's offices, or emailed by the proposal deadline of 1 May 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 County 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 _____

12. If you received a Bowman-Shannon grant last year, have you had the opportunity to use those funds? Yes No If not, when do you plan to do so? _____

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 realistically 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

Total available funding for 2021 is \$14,000. Previous awards ranged from \$500 to \$3,800.

WHAT IS THE GRANT APPLICATION TIMELINE?

Applications complete and sent to Foundation by: May 1

Grant notifications: In June

- All application materials must be submitted together.
- If an organization received a grant from the Foundation last year, ***a report on how the grant money was spent must be submitted with or prior to this year's application.***
- An organization that applied for and received a community grant are eligible to apply for funding from the Bowman-Shannon Cultural Arts Fund.