



Grant Application and Reporting Instructions

See Grant Application Info on our website: “How to Apply for a Grant.” Starting with the 2009-2010 grant cycle, organizations who 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 Executive Director, but minimal funds are available for out-of-cycle grants.
<http://www.shenandoahcommunityfoundation.org>.

One hard copy of your proposal and attachments must be postmarked by February 1, 2010 to:

Cynthia Soltis, Executive Director
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.

Please email one electronic copy of the proposal cover sheet, the narrative and the budget by 2/1/10 to the Foundation by at:

grants@shenandoahcommunityfoundation.org

If you have any questions as you prepare your proposal, feel free to contact us. It is important that you follow the instructions carefully. Don't wait until the last minute to complete this application. It will require more than hasty preparation.



Grant Guidelines

WHAT ORGANIZATIONS ARE ELIGIBLE TO RECEIVE GRANTS?

To be eligible for funding, an applicant must:

1. Be a tax exempt public charities under Section 501(c)(3) of the Internal Revenue Code and to government agencies. 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.
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 \$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 16
Invitation to submit applications sent to agencies by	early December
Applications complete and sent to Foundation by	February 1
Grants notification	April 1

All application materials must be submitted together.

An organization may not apply for a grant more than once in a calendar year.

NOTE: PLEASE CHECK WEBSITE FOR EXACT DATES

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.

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: _____

Email Address: _____

3. Title of project: _____

4. Short description of the proposed project: _____

5. Total cost of project: _____

6. Amount requested in this proposal: _____

7. Would you accept partial funding for this project? Yes _____ No _____

(If yes, please explain in your application.)

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

Source	Amount Requested	Amount Committed

9. Timetable for project: (month/year) _____ to _____ (month/year)

10. Are you a United Way partner agency? 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 PREFERRED.

Please provide a narrative with the following included:

- A brief history of your organization.
- A clear outline of the project or program to be funded.
- A description of the people or community this project will serve or benefit.
- 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.
- A copy of your most recent IRS 990 filing and 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 requests 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.