



The Community Impact Grant Program



2012 Carolyn Pearsall White Community Impact Grant Program Program Description & Application Instructions

PROGRAM DESCRIPTION

Purpose

The Community Foundation of the New River Valley (CFNRV) is interested in providing greater resources to local nonprofit organizations in order to help strengthen their ability to **address critical needs and make a lasting impact in the community**. The CFNRV's Community Impact Grant Program funds efforts that help to either launch a new program or expand an existing program that has proven to be successful.

This grant is funded through contributions to the Andy & Susan Morikawa Capacity Building Fund, a component fund of the CFNRV. The 2012 award is made possible with a generous gift from Ms. Carolyn Pearsall White.

Resources Offered

The Community Impact Grant Program offers up to \$10,000 of funding over a period of 3 years as follows: up to \$5,000 in year one, up to \$3,000 in year two, and up to \$2,000 in year three. This multi-year funding will be considered if the application clearly demonstrates the progression of the program over time and makes a compelling case for multi-year funding.

In addition, the Community Impact Grant Program offers a maximum of 10 hours of in-kind services (up two types of services) per grant year to grant recipients. The in-kind services consist of professional consultation services in capacity building areas such as:

- Strategic Planning/Facilitation Services
- Marketing and Communications
- Graphic Design
- Volunteer Management
- Leadership Development
- Grant-writing
- Fundraising Assistance

These services will be designed in detail with the grantee following the award announcement.

Funding Priorities

The Community Impact Grant Program gives priority to programs that clearly meet all three of the criteria below. Projects that address one or more of these areas remain eligible to apply.

- **Ability to strengthen community life:** The proposed program makes the organization and/or community stronger by helping it address current or future needs.

- **Sustainability:** The proposed program will continue to affect the community after the CFNRV’s funding has been exhausted. This is because the program is designed to have long-term impact and/or because there are realistic plans to acquire future funding.
- **Collaboration:** The proposed program uses the skills, services, materials, and/or time that people and organizations in the community can and will provide.

Annual Evaluation Requirements

Grant recipients will be required to submit an annual evaluation in order to release funding to the organization in years 2 and 3. The evaluation includes a written report together with an updated Project Matrix Worksheet as described below. In addition, the grant recipient may be asked to meet with the CFNRV staff to review the project’s progress. The CFNRV is deeply invested in ensuring that the funded project is successful. As such, the CFNRV staff will provide technical support as needed to complete the evaluation materials and advise on sufficient annual progress. Further information on the annual evaluation will be provided when the grant is awarded.

ELIGIBILITY REQUIREMENTS

1. Organizations must be serving those in the New River Valley region which includes the following geographic areas: Floyd, Giles, Montgomery, Pulaski counties, and the City of Radford.
2. Eligible organizations must be a tax-exempt, **501(c)(3)** organization and have been in operation **for a minimum of 2 years** or a unit of government, such as libraries and public schools.
Note: Some applicants that do not have 501(c)(3) status but would qualify if they applied for tax-exempt status may wish to work with a partner organization or fiscal agent with 501(c)(3) status.
3. Organizations funded through the Community Impact Grant Program will not be eligible to apply for this grant program for a period of three years following the initial three-year award. They will still be eligible to apply for other CFNRV grants.
4. If you are a church, you may apply for a capacity building project that strengthens the ability of your church to do community work. The Community Impact Grant Program does not fund projects that benefit your congregation or promote a particular faith.

THIS GRANT PROGRAM WILL NOT SUPPORT THE FOLLOWING:

1. Financial audits
2. Debt reduction
3. Organization start-up costs
4. Endowment development or capital campaigns
5. On-going accreditation expenses
6. Expenses for services or supplies that have already been paid for

APPLICATIONS PROCESS OVERVIEW

Unlike the CFNRV's semi-annual grant process, the CIGP application process includes several distinct steps:

1. Complete and submit the **Intent to Apply Form** – This short form provides the CFNRV with a general overview of your proposed project. The CFNRV will then invite select organizations to submit a full application.
2. Submit a **Full Grant Application** at the invitation of the CFNRV – The CFNRV will accept full applications only from those expressly invited to apply based on the intent to apply form review.
3. Have a **Conversation of Intent** with CFNRV – Applicants meet with the CFNRV staff and/or members of the Distribution Committee to answer questions and expand upon their application materials.
4. Receive a **Notification of Decision** letter from the CFNRV – All applicants will receive notification of the CFNRV's final decision. The grant recipient will then meet with the CFNRV to discuss in-kind service needs in greater detail.

INTENT TO APPLY INSTRUCTIONS – DUE FRIDAY, APRIL 6TH

All prospective applicants should complete and submit the **Intent to Apply Form by 4pm on Friday, April 6, 2012**. The form is available for download at www.cfnrv.org. To request a hard copy by mail, call (540) 381-8999.

One (1) copy of the Intent to Apply Form may be submitted:

- Via email to cfnrv@cfnrv.org. An email confirmation will be sent to you within 2 business days.
- By mail to the Community Foundation of the New River Valley, P.O. Box 6009, Christiansburg, VA 24068-6009. Forms must be postmarked by April 6th.
- In person to the CFNRV office on the second floor of the StellarOne Bank at 50 N. Franklin Street in downtown Christiansburg (corner of Main & N. Franklin Streets). The CFNRV's office hours are Monday-Friday, 9am-5pm.

The CFNRV will notify all applicants of its decision following the Intent to Apply Form review in early May. A select group of applicants will be invited to complete the full application.

GRANT APPLICATION INSTRUCTIONS – DUE FRIDAY, JULY 20TH

Invited applicants should then complete the full application as described below. Incomplete applications will not be considered by the Distribution Committee.

- **Application Form:** Complete the application form to be signed by both the Executive Director and the presiding officer of the Board. For those organizations without paid staff, two Board officers may sign the form.

- **Executive Summary (250 words or less):** Provide a concise summary of the proposed program that answers the following questions:
 - What is the purpose of the proposed program?
 - Describe the specific community need that will be addressed and what you hope the program will accomplish.

- **Project Description (not to exceed 2 pages):** The project description should address the following:
 - What community need is being addressed with this program? Please provide existing evidence to support your claim that this is an issue that needs to be addressed.
 - If you are proposing to launch a program, are there already programs in the New River Valley that are serving the stated community need? If so, how will your program be different?
 - If you are proposing to expand an existing program, provide measurable evidence to indicate that the program has been successful in the past.
 - What are your desired outcomes with this program?
 - How will you ensure the program outcomes have a lasting impact on the community?
 - What are your implementation strategies for achieving these outcomes, and why have you selected these strategies?
 - Of all the things that you could do to strengthen your organization, why have you chosen to launch or expand your program now? (Reference both internal and external factors)
 - In what way will our in-kind services help your organization launch or expand the program? Describe the in-kind services you are requesting based on the list of categories on page 1. If funded, the CFNRV staff will work to identify the specific in-kind services needed and individuals who will provide these services.
 - How does your program show collaboration between nonprofit organizations and/or use of other community resources?

- **Project Budget:** Provide a detailed budget that addresses the following:
 - Detailed list of revenues and expenses associated with this project, including any program evaluation costs. The list should indicate whether revenues are 'pending' or 'secured'.

- Provide a short budget narrative that describes your revenues and expenses. Indicate what portions of your budget CFNRV funds would pay for and describe what will happen if you don't receive the anticipated funding from other sources (if applicable)
- To the extent possible, indicate revenues and expenses for each year of the three year project.
- **Project Matrix**: Complete the **Project Matrix Worksheet** for your proposed project. This is a key component of your application, and will be used in the annual reporting process. The matrix asks applicants to detail their desired project outcomes and objectives, the specific activities employed to meet those outcomes, and your measures of success. Examples are provided in the Program Matrix Worksheet to assist you. The CFNRV staff is also available to answer questions or provide assistance at (540) 381-8999 or at cfnrv@cfnrv.org. Please note, when using percentages to measure success, we also require actual numbers.
- **Sustainability Strategy (not to exceed 1 page)**: Explain how your organization intends to sustain this project after the three-year grant period. If your project will be complete within the three years, describe how that three-year project will make a lasting impact on the community.
- **Additional Materials**
 - The IRS 501(c)(3) Determination Letter.
 - Current year's board approved Operating Budget.
 - One audited financial statement or unaudited financial statements from the two most recently completed fiscal years.
 - List of the organization's board of directors, including professional affiliations (please limit to one-page).
 - If another organization is participating in the work of this project, we **must have a letter of collaboration** from each partner organization or group with whom your proposal specifies a working relationship.

Full applications **will only** be accepted in hard copy by mail or hand delivery. Applications must be received in the CFNRV office (not simply postmarked) by **4pm, Friday July 20, 2012**.

Mailing Address:

The Community Foundation of the New River Valley
 P.O. Box 6009
 Christiansburg, VA 24068

The Community Foundation of the New River Valley
 50 N. Franklin Street
 StellarOne Bank, Second Floor
 Christiansburg, VA 24073

Hand-Delivery or other carrier service:

2012 Community Impact Grant Schedule

Community Impact Grant Information Sessions

Please register at www.cfnrv.org or call 540-381-8999)

	Date	Time	Location
1	Thursday, January 26	10am-12pm	Lucie Monroe's Coffee Company, Christiansburg
2	Thursday, February 2	10am-12pm	Giles County Historical Society, Pearisburg
3	Thursday, February 9	10am-12pm	Pulaski Train Depot, Pulaski
4	Thursday, February 16	4pm-6pm	Radford City Hall, Radford
5	Thursday, March 1	10am-12pm	Jacksonville Center, Floyd

Key Dates

Friday, April 6	Intent to Apply Forms Due
Tuesday, May 15	Decision letters mailed to applicants including invitations to submit full applications to select applicants
Friday, July 20	Full Applications Due
Tuesday, September 4	Decision letters mailed to applicants
Wednesday, November 28	Official celebration of the grant recipient(s) at the CFNRV Fall Grantee Breakfast. The grant recipient(s) will be asked to make a brief presentation at this event about the funded project(s).

The CFNRV Staff is available to assist you throughout the application process. Applicants are encouraged to call or email the office with questions and/or to set up an appointment to discuss the application requirements. Contact us at (540) 381-8999 or at cfnrv@cfnrv.org.