

REQUEST FOR GRANT PROPOSALS

2012 Grant Cycle 1 (Spring)



DEADLINE for GRANT REQUESTS: 4 p.m., Friday, March 16, 2012

Overview

The Community Foundation of the New River Valley is pleased to announce the opportunity for approximately \$30,000 in grants for the Spring 2012 cycle. A typical grant award ranges from \$500 to \$2,000.

The Community Foundation supports work that enriches the spirit and life of our community in the following **fields of interest**:

- social services,
- education,
- arts and culture,
- health,
- libraries and museums,
- religion,
- community and civic affairs; and,
- conservation and preservation of natural, historical, and cultural resources.

The Community Foundation will consider funding for **both new and ongoing program needs as well as general operating support**. The CFNRV does not, however, generally fund “bricks and mortar” projects such as building funds. Prior applicants funded or not funded are encouraged to resubmit proposals or send new proposals for consideration.

More information on the specific funds eligible to distribute grants in the spring cycle is included in the **Spring 2012 Funding Source List**.

The Community Foundation staff is available to assist applicants upon request. Please contact us via e-mail at cfnrv@cfnrv.org or by phone at (540) 381-8999.

Eligibility Requirements

To receive funding, organizations must:

- Serve at least one of the following geographic areas: Floyd, Giles, Montgomery, Pulaski counties, and the City of Radford.
- Be a non-profit, charitable organization designated 501(c)(3) by the IRS; or a unit of local government, such as libraries and public schools.
 - Applicants that do not have 501(c)(3) status may wish to work with a partner organization or fiscal agent with 501(c)(3) status. Please contact the Community Foundation for details.

Proposal Requirements

A complete application should include:

- **12 collated, stapled copies** of the cover page, narrative, budget and letters of collaboration.
- **1 copy** of the required documents listed in item 5.

1. COVER PAGE

Applicants may download the **Cover Page** in Microsoft Word from our website (www.cfnrv.org).

2. NARRATIVE

The narrative explanation of your project should be at most **one (1) page in length**. (Please use a standard font such as Times Roman at 12 point, single-spaced, with 1” margins, if possible.) Your narrative should address the following questions:

- What is your organization’s mission or purpose?
- What is the Community Foundation (*field of interest*) that this proposal addresses?
- Explain in detail the project to be funded. Include information about the population you serve and the service you provide. For example, how many people will benefit/be served?
- How does the proposed project relate to your organization’s overall purpose? If this is a new initiative, please explain why you are beginning this project.
- What partnerships, cooperative efforts or collaborations are involved in this project? Include all organizations or groups with which you will collaborate. Please document these joint efforts with **letters of collaboration** (See below).
- What are your major goals for this project?
- What challenges do you feel your project might face? How do you plan to deal with them?
- If you have received a grant from the Community Foundation in the past, how did you use that grant?
- If the Community Foundation does not fund this project, then who will?
- What other efforts have you made to fund this project?
- What ideas do you have to sustain this project for the long-term?

3. PROJECT BUDGET

A detailed budget including both revenues and expenditures for the project. You may also include a budget narrative explaining specific line items. The budget with the budget narrative should not exceed **one page**.

4. LETTERS OF COLLABORATION (If applicable)

If your organization intends to partner, collaborate or cooperate with other organizations, groups, or individuals for this project, those collaborators are **strongly encouraged** to submit a letter of collaboration describing their role and pledging their support for the project.

5. REQUIRED DOCUMENTS

(Please submit only **one** copy of each document)

- Your IRS 501(c)(3) determination letter. (Please note, we do not make grants to 501(c)(4) organizations.
- Your most recent financial statement or most recent audit of your organization.
- Your current operating budget
- A list of current board members

6. OPTIONAL DOCUMENTS

- **Up to three letters of support** (12 stapled copies of each). You may submit letters from individuals or organizations with whom you have worked.
- **One publication.** If a publication (hard copy or digital) by your organization clarifies your grant proposal, you may submit one copy that will be available to our review committee.

Proposal Checklist

Your proposal should include twelve (12) copies of:

- Cover page
 - Narrative (up to one page)
 - Project budget with narrative (up to one page)
 - Letter(s) of collaboration from partner agencies or organizations, if applicable
-

Your proposal should include one (1) copy of:

- Your organization's or your fiscal agent's IRS 501(c)(3) determination letter
- Your organization's most recent financial statement or most recent audit of your organization.
- Your organization's current operating budget
- Your organization's list of current board members

Proposal Deadline: March 16th, 4pm

All grant proposals must be received no later than **4 pm, March 16, 2012** in the foundation office. Grant applications received after this deadline **will not** be considered for funding. Faxed or e-mailed submissions will not be considered at this time.

If you send your proposal via mail, UPS, FedEx or other delivery service, it **must** arrive by the 4pm deadline. The CFNRV is not responsible for the loss or delay of items sent via delivery service.

If you would like confirmation that your proposal has been received, please contact our office at (540) 381-8999 or email cfnrvc@cfnrvc.org.

For US Mail, send proposals to:

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

For hand-delivery or other carriers, send proposals to:

The Community Foundation of the New River Valley
StellarOne Building, Second Floor
50 North Franklin Street
Christiansburg, VA 24073
(Corner of Main and Franklin Streets)

Review & Decision

Grant applications are reviewed by the foundation's Distribution Committee. While applicants apply to the foundation in general, individual fund donors may actively participate in the review and selection process. All final funding decisions, however, must be approved by the Board of Directors.

Applicants will be notified of funding decisions in early May. Grant recipients will be recognized at the foundation's Annual Meeting on Tuesday, May 22, 2012 at the Inn at Virginia Tech.

Grantee Expectations

Once funded, grantees are expected to commit fully to the project described. This commitment includes the completion of a **Post Grant Evaluation** submitted to the Community Foundation by **December 31, 2012**. Failure to complete the Post Grant Evaluation by this deadline may adversely affect your organization's ability to receive future funding.

The Community Foundation also asks grant recipients to help support the foundation's work by mentioning grant funding in press releases and publicity associated with the funded project.