



2018 COMMUNITY GRANT APPLICATION QUESTIONS/ CHECKLIST

Organization and Contact Information:

Please note that we accept applications ONLY from organizations that serve our local region, including the independent cities of Staunton and Waynesboro, and the counties of Augusta, Nelson, and Highland.

* Required

- Name of Organization: *
- EIN Number:*
- Organization Mailing Address:*
- City:*
- State:*
- Zip Code:*
- Organization Street Address (if different from mailing address):
- Contact Person:*
- Contact Title:*
- Contact Email:*
- Contact Phone Number:*
- Organization Website:
- What is the stated mission of your organization?* (100 words)
- Please describe the primary activities/programs that you undertake to fulfill your organization's mission?* (250 words)
- When was your organization founded?*
- Please describe who is eligible for your services, including the geographic area(s) you serve, and how many people you served during your last complete fiscal year. Please provide a breakdown if possible, by age range. Estimates are acceptable.* (200 words)
- List your organization's officers: (Chair, Vice-Chair, Secretary, and Treasurer)*
- What is the name and title of your chief paid employee, if applicable?*
- Number of full-time employee(s).*
- Number of part-time employee(s).*
- Number (estimate) of volunteers that assist you over the course of a year and the typical jobs they complete.*
- Optional: Additional comments on employees and/or volunteers.
- Optional: If your organization has a long-range strategic plan in place, what are some of the key components of that plan that you are at liberty to share with us? (300 words)

Proposal Information:

Grant Details:

- Amount requested from the Community Foundation (up to \$10,000):*
- Educate us about the nature and extent of the community need or opportunity your organization exists to address. For example, if your organization's mission is to address a gap in access to

quality, early childhood education, share with us what you know about the root causes for that gap, for whom that gap exists, and for how many.* (300 words)

- How does your organization determine how well it accomplishes its mission? Where possible, please include specific quantitative and/or qualitative goals and results for the last completed fiscal year.* (300 words)
- What are your organization's goals for your current fiscal year, and the most important things that need to occur to accomplish those goals.* (300 words)
- Please describe any planned or unexpected changes at your organization over the past twelve months, and how those changes may have an impact on your current fiscal year, such as how you serve your constituents and/or how you will achieve your goals.* (300 words)
- If the subject of this proposal is a specific program or capital investment (renovations, special purchases, etc.), please describe the nature of the program or capital investment, as well as your rationale for undertaking this work. (300 words)
- If the subject of this proposal is a NEW initiative that you intend to continue beyond one year, please describe how your organization envisions sustaining that initiative. (150 words)
- What would you consider your greatest accomplishments of the past year? (300 words)

Financial Information:

- When does your fiscal year end?*
- What is the size of your operating budget? (If you are approaching the end of your fiscal year and have already prepared a budget for the upcoming fiscal year, please provide that budget total).*

OPERATING BUDGET: Instructions

- Please download the Operating Budget Worksheet.
- Save to your desktop as Operating Budget (Name of Organization).
- Open the worksheet and replace the sample entries in RED with your organizations' information. (If you are approaching the end of your fiscal year and have already prepared a budget for the upcoming fiscal year, please provide that budget total).
- Save your completed worksheet
- Attach your completed worksheet using the "Select File" feature below.

Tips:

- Provide your primary categories of revenue/income and expenses that make the most sense for your organization.
 - Consider including separate categories for specific income and expenses of \$10,000 or greater.
 - If there are categories with minor revenue or expenses, feel free to group them in an "other" category.
 - This is an excel document to which you can insert additional rows as needed.
- Please attach the completed worksheet.*
- As a supplement to the Operating Budget Worksheet, please also attach a copy of your detailed operating budget for reference as needed by our Grants Committee. (If you are approaching the end of your fiscal year and have already prepared a budget for the upcoming fiscal year, please attach that budget).

SPECIFIC PROGRAM OR CAPITAL INVESTMENT: Instructions

- If the subject of this proposal is specific program or capital investment, what is the total budget?
- Please download the Specific Program or Capital Investment Worksheet.
- Save to your desktop as Specific Program or Capital Investment (Name of Organization).

- Open the worksheet and replace the sample entries in RED with your organizations' information.
- Save your completed worksheet
- Attach your completed worksheet using the "Select File" feature below.

Tips:

- Provide primary sources of income and expense categories for the program or capital investment.
 - If there are minor budget entries, feel free to group them in an "other" category.
 - This is an excel document to which you can insert additional rows as needed.
- Please attach the completed worksheet.
 - If you are submitting a proposal for a specific program or capital investment, how much of the required funding has already been committed/received?
 - If you are submitting a proposal for a specific program or capital investment, briefly outline your plan for securing the total required funding. (200 words)
 - Please attach the most recent Balance Sheet or Statement of Financial Position.
- If you have any questions or issues with the forms, please contact Cristina Casado at (540-213-2150) and/or at ccasado@cfcbr.org.

Optional and Confidential Information:

(Answers not seen by evaluators)

- If you were present for our 2017 Community Grants Ceremony, you will recall that we prepared a video introducing our grant recipients. In anticipation of preparing a similar presentation for 2018, we would welcome the following:
 - Pictures (3-5) representing your work.
 - A few fact of interest that you would like for us to incorporate into the presentation (we realize that some nonprofits are not able to capture their work in photographs).
- We altered sections of the 2018 Community Grant application in order to gather more useful information for our review committee and, hopefully, to make this form more logical and easier to complete. We would gratefully appreciate your feedback, including constructive criticism and suggestions, on the format of this application and the information requested (i.e. financial documentation).
- Charity Trail Statement: If you haven't already entered a profile in Charity Trail, please find below a link.
Charity Trail is a new online tool designed by the Community Foundation to connect community members to nonprofit organizations based on their personal funding interests.

Submit Application:

- By typing my full name in the space below, I agree that all information provided is true and correct to the best of my knowledge. I also certify that this application has the approval of my agency director and board chair.*