



## Frequently Asked Questions (FAQ) and Tips

Thank you for your interest in applying for a grant from the Community Foundation of the Central Blue Ridge. The Community Grant Application is for requests of up to \$10,000. The deadline for this application is **Monday, February 11, 2019 at 11:59 p.m. EST.**

Please read our Frequently Asked Questions (FAQ) and Tips below **before** completing your application:

### **Who is eligible to receive a grant?**

Eligible grant recipients include tax-exempt 501(c)(3) charitable organizations, including fiscal sponsors of individuals and organizations, engaged in charitable activities that serve the independent cities of Staunton and Waynesboro, and the counties of Augusta, Nelson, and Highland.

### **What are the funding priorities of the Community Foundation?**

While the Community Foundation does not have specific funding priorities for its Community Grants program, we do favor organizations and programs that:

1. Address identified community needs or opportunities,
2. Are well-conceived with a realistic schedule of activities and thoughtful use of resources, and
3. May contribute to the applicant's organizational capacity and sustainability.

### **The Community Foundation looks favorably upon:**

1. Organizations that have developed, or are actively developing, a broad base of financial support that contributes to their long-term sustainability.
2. Organizations that provide a clear method of evaluating the results and impact of their efforts.
3. Organizations that demonstrate the stability and leadership needed to ensure the effective accomplishment of their mission and use of their resources.
4. Organizations that are working in cooperation or collaboration with other organizations.

### **What does the Foundation typically not support through its Community Grants program?**

Deficit reduction, endowments, benefits for individuals (including travel, fellowships), and fraternal or strictly religious programs (community-based, non-denominational programs which meet the Foundation's selection criteria are eligible for support).

**Sponsorship Requests:** If you are seeking support for a short-term event (duration of up to one week), we have created a separate budget for responding to such requests. Do not complete the Community Grant application. Simply submit your request in writing, at any time, to Dan Layman at [dlayman@cfcbr.org](mailto:dlayman@cfcbr.org) or P.O. Box 815, Staunton, VA 24402-0815. At this time, the Foundation's practice is to avoid providing sponsorship support for the same organization in two consecutive years.

### **What are typical grant amounts?**

Historically, the Foundation has awarded grants ranging from \$1,000 to \$10,000 through its Community Grants program. A list of our 2018 Community Grants Program recipients may be found on the Foundation's website at [www.cfcbr.org/2018-community-grant-recipients/](http://www.cfcbr.org/2018-community-grant-recipients/)

### **Does the Foundation require reports on grants?**

In 2017, the Community Foundation decided to discontinue the mid-year and final grant reports in favor of spending more one-on-one time with each organization. This decision reflects our commitment to continuing the shift of philanthropy from simply a financial transaction to a stronger partnership between parties with unique assets. We look forward to our continued work with you and each nonprofit organization dedicated to the well-being and prosperity of our community.

### **If I receive a grant, can I spend the money on different projects?**

Any funds not expended for the specific purpose of the grant cannot be diverted to other uses without the express written approval of the Foundation. Without such permission, grant recipients must return the unused portion of their grant to the Community Foundation.

### **Who makes the grant decisions?**

A committee of community members, appointed by the Foundation, will carefully review each grant application, deliberate the merits of applications, and recommend grant decisions. The Foundation's board of directors holds the ultimate authority to ratify grant awards. If a committee member has a conflict of interest related to a specific grant application, he or she refrains from reviewing that application and recommending a grant decision. The Foundation maintains the anonymity of committee members throughout the review process.

### **What is the timeline for the Community Grants Program?**

The applications opened mid December, 2018 and are due on **Monday, February 11, 2019 at 11:59 p.m. EST**. The Community Grants Committee meets early to mid-April, 2019 to determine which organizations are selected for funding. Between mid-April and mid-May, 2019 organizations will be notified of the grant decisions. The funds will be distributed at the Community Grants Ceremony which will take place around the first week in June, 2019. Organizations have one year to use their funds.

If you have any questions about your organization's eligibility, your grant ideas or about the online application at any time during the grant writing process, please don't hesitate to contact the Foundation. We are here to help. In addition, because it is unlikely the Foundation will be able to fully fund all requests, we may share information with other funders or potential donors in an attempt to provide more funding for the proposals we review.

**TIPS:** Please find below some useful tips to help with the application process:

It is recommended that you use Chrome as your browser when filling out the application in SmarterSelect.

For your convenience, here is a link to the [2019 Community Grant Application](#) in a Word document. Once you complete the application, please copy and paste into SmarterSelect. The application has to be entered through SmarterSelect in order to be considered as submitted.

Downloadable documents within the application:

[Local, State, and National Resources](#)

[Operating Budget Worksheet](#)

[Specific Program or Capital Investment Worksheet](#)

This year we added a new section to the application called "Common Application". Please see the FAQ on this type of application:

### **What is a common application?**

A common application is an application or portion of an application that you can use on more than one of the programs that you apply for with the Community Foundation. Once you have filled it out, the next time you apply for a grant with the Foundation, all the information in the common application will populate automatically so that you don't have to enter the same information year after year.

### **Can I change or update the information in the common application?**

Yes, you can review, change, and update the information in the common application through the program you are applying for (i.e. 2019 Community Grants) or you can treat it as a separate application and update it at any time.

### **Why does the common application appear in "My Applications"?**

The common application is linked to another application, in this case, it is linked to the 2019 Community Grants application but is considered a different application. You can complete it through the 2019 Community Grants application or treat it as a separate application.

### **Why does the common application appear as incomplete?**

Since the common application is linked to the 2019 Community Grants application, once you submit it, the status of the common application will change to "submitted". However, since the common application is also treated as a separate application by SmarterSelect, you can enter and submit it at any time.

### **Can I contact the Foundation if I have any questions or need help?**

**YES** — please do! This is **your** community foundation. Any and all questions are encouraged at any point in the process. Please contact Cristina Casado, Director of Community Engagement at (540) 213-2150 or at [ccasado@cfcb.org](mailto:ccasado@cfcb.org).

Organizations currently operating with 501(c) (3) tax-exempt status, including fiscal sponsors of individuals and organizations, either located within or operating programs within or for the benefit of the independent cities of Staunton and Waynesboro, and the counties of Augusta, Highland, and Nelson.