



Guidelines for Grantseekers

This information packet is intended to provide you with the necessary information to apply for a grant from the Peninsula Community Foundation of Virginia, Inc. It explains our policies, grantmaking priorities, how we work, and the factors that shape our decisions.

We understand each proposal is different, and we evaluate each on its potential benefit to the Virginia Peninsula's citizens. However, following these guidelines will help you present your ideas in a clear and concise way so that we may consider your request fairly. Following these guidelines will ultimately save you time.

We look forward to hearing from you. Thank you for considering The Peninsula Community Foundation of Virginia, Inc.



CONTENTS

About the Peninsula Community Foundation of Virginia	3
Our Grantmaking Priorities	4
Grant Eligibility	5
Grant Timeframes	6
To Apply for a Grant	6
Deadlines	6
What to Include in Your Proposal	6
Preparing Your Full Proposal	7
Tips for Your Proposal	7
Financial Information	9
After You Submit Your Proposal	9
When a Grant is Awarded	9
Reporting Requirements	10
Acknowledging Foundation Support	10
After the Grant Period Expires	10
For More Information	10

ABOUT THE PENINSULA COMMUNITY FOUNDATION OF VIRGINIA, INC.

Our Mission is to provide individuals and organizations with opportunities to invest in their community and to improve our citizens' quality of life by:

- being of service to donors who wish to invest in our region in a lasting way and to distribute income from gifts in accordance with the donor's wishes;
- managing charitable gifts in a prudent manner for the long-term benefit of the community;
- assisting area organizations in building their endowment resources;
- assembling a diverse and knowledgeable Board of Directors to govern the Foundation; and
- to provide leadership, where appropriate, to address important community needs or pursue new, progressive opportunities.

The Peninsula Community Foundation of Virginia, Inc. started in 2003. We focus on the geographic areas of Hampton, Newport News, Poquoson, and York County. The Foundation is the successor to the Hampton Community Foundation, founded in 2001. Prior to this, the Virginia Peninsula was the largest populated center in the United States without a thriving Community Foundation.

OUR GRANTMAKING PRIORITIES

Currently, we award grants in six broad areas: (1) arts and culture, (2) civic affairs, (3) education, (4) environment, (5) health, and (6) social services. However, we also welcome good ideas emerging from the community. We look for creative programs designed to meet the community needs, address public policy issues, or test new ideas. As the needs for the Virginia Peninsula change and evolve we may also adjust our grantmaking priorities.

Arts and culture priorities

- Improving public awareness and support of arts and culture
- Increasing access to and awareness of the arts
- Supporting effective arts in education

Civic affairs priorities

- Improving neighborhood quality of life
- Supporting community development planning
- Promoting workforce development

Environment priorities

- Building citizen awareness and participation
- Strengthening environmental organizations
- Supporting education, especially for urban youth
- Supporting parks and open spaces

Education priorities

- Assisting with improvement of community needs assessment processes
- Experimenting with new approaches to public schooling
- Supporting career planning and career awareness initiatives
- Bolstering awareness and support of early education initiatives and community involvement
- Strengthening community/education/parent involvement

Health priorities

- Supporting health care for the indigent and uninsured
- Improving care for people with chronic conditions
- Supporting preventive disease management

Social service priorities

- Assisting the chronically poor
- Building organizational capacity
- Helping agencies respond to public policy changes
- Strengthening families

GRANT ELIGIBILITY

We make our grants to tax-exempt, public agencies classified as 501(c)(3) organizations, and private charities as defined by the Internal Revenue Service, on a case by case basis. The programs we consider for support are located primarily on the Virginia Peninsula and will exclusively and directly benefit on those Virginia Peninsula citizens in our service area as described on page 3. Grants are limited to \$1,000.00 each.

We do not make grants to:

- Endowment campaigns
- Annual appeals or membership drives
- Travel for individuals or groups when travel is the proposal's primary focus
- Municipal services such as police and fire protection
- Staff positions for government agencies
- Capital projects for hospitals or nursing homes, etc. (except as noted below)

Generally, we do not fund publications, audiovisual projects, or video productions, but we may consider them when they fall within the scope of a relevant and promising project.

We only support capital requests, such as those for buildings, land, or equipment, when they meet stringent criteria. Capital projects must advance The Peninsula Community Foundation of Virginia Inc.'s strategic priorities and mission, help to meet compelling community need and offer broad social benefit.

When we do participate in a capital project, our support is contingent upon funding from other sources. We generally do not authorize payment until the organization has raised a significant percentage of its total dollar goal.

PLEASE NOTE: The Foundation will not fund projects already underway or projects that have already been completed. Please submit your request well in advance of your project's planned start date.

GRANT TIMEFRAMES

Grant periods may vary, depending on the proposed activities, but typically start at the beginning of the month following the grant approval date. Most grants are one-year awards. In the case of multi-year grants, we conduct a performance review at the end of each calendar year before we release funds for the following year.

TO APPLY FOR A GRANT

Before submitting your application, we require that you first send a brief letter of intent including information on your project, whom it will benefit, how much you expect it will cost and the amount you anticipate seeking from the Peninsula Community Foundation of Virginia, Inc. We may arrange to talk informally before the grant application process begins. We mail application packets to potential grant recipients after the preliminary proposal information is reviewed and approved.

DEADLINES

Grant applications are accepted between March 1st and May 31st each calendar year. Funding decisions will be announced on or after December 1st each calendar year. Letters of intent received before or after the time frames listed above will automatically be disqualified from consideration.

WHAT TO INCLUDE IN YOUR PROPOSAL

If you are invited to complete a formal application, your grant must include a number of important elements. Because we will need to make copies, please submit your proposal on 8.5 x 11-inch paper printed on one side only. Please **do not** use notebooks or binders, or include any videotape, tape recordings, or CDs.

Your proposal **must** include the Grant Proposal Cover Sheet and Project Budget forms completed in full; otherwise, we cannot begin to assess your request in a timely way and it will only be delayed until we receive the required information.

These forms are available by request after the Foundation receives your initial letter providing a brief outline of your project.

PLEASE NOTE: We do not currently accept proposals by fax or e-mail.

In the packet, please include the following documents in this order:

1. The two-page Grant Proposal Cover Sheet
2. Your proposal narrative, with the pages numbered
3. Project Budget and Narrative forms
4. A copy of your organization's tax exempt letter from the IRS
5. A list of your current board members
6. Your agency's statement of non-discrimination
7. Your current annual report or a brief statement of your agency's most recent activities
8. Your current audit or financial statement; if you do not have a current audit, please provide your most recent financial statement and list the provisions you have made for an independent audit.

PREPARING YOUR FULL PROPOSAL

Write clearly and simply. Please use language the lay person can readily understand as others who will read your material may have less experience in your field. Keep in mind that the more tightly organized your proposal, the more persuasive it is likely to be.

TIPS FOR YOUR PROPOSAL

Tell us about your agency's background – this is especially important for new grantseekers. Please include any of the following elements that relate to your particular project:

- Mission
- Founding date
- Major programs
- Links with similar organizations
- Number and capacity of staff

Tell us about the project.

- The specific need or policy issue you will address
- Why your organization wants to do the work
- The contribution your project will make to the community
- How many people, and who, will be served
- Your project's goals and objectives
- Relationship of this project to your agency's overall program
- The activities you propose to undertake and which ones require support
- Distinctive features of your project

(continued on next page)

Continued from previous page – “Tell us about the project.”

- Why your plan is cost-effective
- Expected immediate and long-term results
- Professional support or other evidence of the project’s value
- Expected contribution to knowledge in the field
- Job descriptions and résumés of your project personnel and résumés of any consultants
- Letters of support for your project or letters from other funding sources who may have expressed interest in supporting the project.
- Any advisory groups
- Names of cooperating agencies; if applicable

How do you plan to implement your project?

- Your timeline
 - steps to be taken
 - by whom
 - when

How will you keep the project going after the funding period?

- Other current funding sources
- If the project will be ongoing, your plans to continue after the funding period
- Future funding sources

How will you know your project is successful?

- Your criteria for measuring program effectiveness
- Methods and schedule for measuring results
- Methods and schedule for short- and long-term evaluation of results
- Who will assess the results

FINANCIAL INFORMATION

The required budget form is for your project only, not your whole organization. The form documents the estimated total project costs and anticipated sources in income. In most cases, the Peninsula Community Foundation of Virginia, Inc.'s support will be only part of the funding for your project, so the budget form should reflect other sources of potential support even if they are not yet confirmed.

In addition to the financial information you provide on the budget form, please include a copy of your organization's current annual operating budget with your submission. Please note any deficits and describe your plans to address them.

AFTER YOU SUBMIT YOUR PROPOSAL

The Foundation will carefully review your proposal and determine if it contains all the required information so we can begin to review your request. The Foundation may conduct research, interview your staff or board, and talk to other experts in the field. During this time, the Foundation may also suggest ways to refine your proposal.

Proposals that request significant amounts of funding, those that deal with complex or new programs, or those where significant questions remain unanswered, will likely require longer review times.

WHEN A GRANT IS AWARDED

Within two weeks after our Board's review of your request, we will send you a formal notification of their decision. If the Board approves your proposal for funding, we will inform you about the schedule for payments and any terms or conditions. The Foundation may disburse funds in more than one payment over the period of the grant. If your request is approved, you will receive a Grant Agreement that must be signed and returned before funds are released.

REPORTING REQUIREMENTS

We require periodic progress reports, particularly for projects of long duration. 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 the appropriate program staff or our Board.

With your grant reward letter, you will receive a report form that must be used for reporting on your grant.

ACKNOWLEDGING FOUNDATION SUPPORT

Organizations that receive a grant from the Peninsula Community Foundation of Virginia, Inc. are expected to credit the Peninsula Community Foundation of Virginia, Inc. in any press releases, presentations, media coverage, or announcements resulting from and in relation to use of the grant. Questions regarding recognition of support and logo should be directed to the Foundation.

AFTER THE GRANT PERIOD EXPIRES

We require a final narrative and fiscal report on all projects we fund. The fiscal report must cover the entire project period and be signed by your organization's fiscal officer or treasurer.

FOR MORE INFORMATION

If you would like more information or have questions regarding the application process, please contact:

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