

# GUIDELINES FOR GRANT SEEKERS



## ABOUT THE PENINSULA COMMUNITY FOUNDATION OF VIRGINIA, INC.

The Peninsula Community Foundation is passionate about the Virginia Peninsula and offers leadership and support to those building a healthier, vibrant, and more resilient community. By providing sound management to our clients' charitable funds, we are able to expand the capacity of civic-minded individuals and organizations. Through our unique position, we can leverage private support for public purposes and together shape the way our community responds to challenges and how we envision the future.

We believe that great communities are built on strong foundations and look forward to supporting our communities' private, public, and non-profit leaders as they collaborate for good.

## OUR GRANTMAKING PRIORITIES

Currently the Peninsula Community Foundation of Virginia awards grants in six broad areas (outlined below). We also welcome good ideas emerging from the community and look to fund creative programs designed to meet the community needs, address public policy issues, or test new ideas.

### Arts and Culture

- Improve public support of arts
- Increase access to and awareness of the arts
- Support effective use of the arts in education.

### Civic Affairs

- Improve neighborhood quality of life
- Support community development planning
- Promote workforce development.

### Environment

- Build citizen awareness and participation
- Strengthen environmental organizations
- Support education
- Support parks and open spaces.

### Education

- Improve community needs assessment processes,
- Experiment with new approaches to public schooling,
- Support career awareness initiatives,
- Bolster awareness and support of early education initiatives and community involvement,
- Strengthen community/education/parent involvement.

### Health

- Support health care for the indigent and uninsured,
- Improve care for people with chronic conditions
- Support preventive disease management.

## **Social Services**

- Assist the chronically poor
- Build organizational capacity,
- Help agencies respond to public policy challenges
- Strengthen families.

## **GRANT ELIGIBILITY**

The Peninsula Community Foundation of Virginia makes grants to tax-exempt, public agencies classified as 501(c)(3) organizations and private charities as defined by the Internal Revenue Service. The programs we consider for support are located primarily on the Virginia Peninsula and will benefit Virginia Peninsula citizens. Typically we make grants of \$1,000 but consider compelling requests for additional funding.

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 fire and police protection
- Staff positions for government agencies
- Capital projects, except as noted below

Generally we do not fund media projects but 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's strategic priorities and mission, help to meet compelling community need and offer broad social benefit. Our support of a capital project is contingent upon funding from other sources and generally do not authorize payment until the organization has raised a significant percentage of its total dollar goal.

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

## **GRANT APPLICATION AND AWARD INFORMATION**

### **Application Process**

If you intend to seek funding from the Peninsula Community Foundation of Virginia, please *mail or deliver to* the Foundation a brief letter of intent including information on your project, intended beneficiaries, expected costs, and the amount of money you request. Should your letter of intent meet our criteria, we may request additional information or arrange an informal meeting to learn more about your project before making a decision. The foundation may conduct research, interview your staff or board, and talk to other experts in the field while reviewing your proposal. We may ask you to consider revisions to your proposal before granting funding.

Within two weeks of our Board's review of your request, we will send you a formal notification of their decision. Should the board approve your proposal, we will inform you of the schedule for payments and the terms and conditions of the award. You will receive a Grant Agreement that must be signed before funds are released.

## **Grant Timeframes and Deadlines**

Grant periods may vary, depending on the proposed activities, but 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.

Letters of Intent are accepted between **March 1<sup>st</sup> and May 31<sup>st</sup>** each calendar year. Funding decisions will be announced by September 1<sup>st</sup> and awards will be made no later than October 31<sup>st</sup> of each year.

## **Preparing Your Letter of Intent**

Write clearly and simply. Please use language the layperson can readily understand as those reviewing your proposal may have less experience in your field. Keep in mind that the more concise your proposal, the more persuasive it is likely to be.

Please make sure to include information related to

- The background of your organization and it's relation to your proposed project
- Your projects goals, strategies, and anticipated impact. Please make a persuasive case explaining why this is the best way to address the needs of the community.
- Plans to maintain, expand, or discontinue the project after the funding period as well as information about possible sources of support.
- Plans to measure and evaluate the success of your project.
- Your project's anticipated budget as well as anticipated sources of income and how funding from the Peninsula Community Foundation of Virginia will be used.
- Your plans to share your story with the community and increase support.

## **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 you project, this also must be reported and the appropriate program staff or our Board must approve any changes in project activities or uses of funds.

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

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 financial officer or treasurer.

## **Acknowledging Foundation Support**

Organizations that receive a grant from the Peninsula Community Foundation of Virginia are expected to credit the Peninsula Community Foundation 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.

## **ADDITIONAL INFORMATION**

If you would like more information or have questions, please contact:

### **Michael Monteith, Chief Executive Officer**

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