

**\*\*Grant Proposal Cover Sheet\*\***

Please place this completed Cover Sheet at the beginning of your grant proposal – with the Check-Off Sheet, (Page 3 of this document) on top. Completed proposals must be postmarked by the proposal submittal deadline.

1. Proposal deadline for which you are applying (circle one): December 31, June 30
2. Organization Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
If different
- Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Website: \_\_\_\_\_
3. Contact Person and Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_
4. "Title" and one-sentence description of the proposed project: \_\_\_\_\_

5. Total cost of project: \_\_\_\_\_
6. Sources or potential sources of funding for this project:

List all:	Amount Requested	Amount Committed
Amount requested from NCCF in this proposal		
Total		

7. Timetable for project: (month/year) \_\_\_\_\_ to \_\_\_\_\_ (month/year)  
Projects are normally for a 1-year period. Two-year grant proposals may be considered, with 2<sup>nd</sup> year funding subject to money available and satisfactory project-status reports during the 1<sup>st</sup> year.
8. The organization named above will be the responsible fiscal agent for any funds received and will comply with applicable tax and other laws, and Foundation policies. Those signing below understand that the NCAC requires expenditure and activity reports from grant recipients and may visit the organization before or after awarding a grant for the purpose of project evaluation
9. \_\_\_\_\_  
Organization Officer (staff) Title Signature Date
10. \_\_\_\_\_  
Governing Officer Title Signature Date  
**Note: If your organization has no staff, please provide two (2) Board member signatures.**

**All items on this Cover Sheet must be completed and those items delineated as bullets on the Grant Proposal Guidelines must be provided or this proposal will not be considered for funding**

**Mail to: Nelson County Community Fund of CACF, PO Box 253, Nellysford, VA 22958**

**NELSON COUNTY COMMUNITY FUND (NCCF) of the Charlottesville Area Community Foundation (CACF)**  
**GRANT PROPOSAL GUIDELINES – Nelson County Advisory Committee (NCAC)**

**HOW ARE GRANT DECISIONS MADE?**

Grant proposals are reviewed by the NCAC. One or more Committee members may conduct a site visit. Following review, NCAC recommends proposals to the full CACF Governing Board for approval.

**WHAT ORGANIZATIONS ARE ELIGIBLE TO RECEIVE GRANTS?**

Grants are made to tax-exempt public charities under Section 501(c)(3) of the Internal Revenue Code and to government agencies. Grants are limited to projects in Nelson County. Grants are made without regard to gender, race, religion, national origin, or sexual orientation.

**WHAT TYPES OF PROJECTS ARE SUPPORTED?**

Careful consideration is given to the potential impact of the project and to especially imaginative and collaborative approaches to solving community needs. Categories of support include, but are not limited to, human services, education, environment, health, community needs and development.

Both seed money grants for innovative new programs and sustaining grants to organizations performing services vital to the community will be considered. Projects of interest include those that assist citizens whose needs are not met by existing services and those that benefit a significant number of citizens of the community.

**WHAT TYPES OF PROJECTS ARE GENERALLY NOT SUPPORTED?**

Support is not generally provided for endowments, deficit reduction, fund-raising events or annual appeals of well-established organizations, religious programs, and grants to individuals or projects normally under dictates of a government agency.

**WHAT IS THE GRANT APPLICATION PROCESS?**

Proposal deadlines are December 31 (for a March decision) and June 30 (for a September decision). All applicants must fully complete the [NCAC Grant Proposal Cover Sheet](#). One hard copy of the grant proposal should be submitted in writing on the organization's letterhead and signed by the organization's administrator or an officer as well as by the Governing Officer (e.g., Chair of the Board) on behalf of the governing board. The proposal narrative should be limited to no more than three pages. It should include a clear description of the project or program, the relationship of the project to the organization's mission, a total budget for the organization and a project budget, the qualifications of the project personnel, a list of the Board members, and information as to how it will be supported in the future. Letters of endorsement are welcomed and must be submitted along with all other application materials.

**THE FOLLOWING INFORMATION MUST BE INCLUDED WITH GRANT APPLICATION:**

- Check-Off Sheet
- NCAC Grant Proposal Cover Sheet
- A proposal narrative of up to three pages, clearly outlining the project or program to be funded.
- A Letter of Agreement (LOA) from each group, organization, or agency, whose support, cooperation, or approval is required for successful implementation of the project. If the third party is an element of the Nelson County Public School System, the signatory of the LOA must be the Superintendent of NCPSS.
- Evidence of 501(c)(3) operating status (IRS Tax Determination letter) and the most recent Form 990.
- A current financial statement including the annual budget and operating expenses.
- A list of names and addresses of the Board of Directors and top staff.
- Brief description of the organization's history, objectives, and current programs.
- Geographical area and demographic group(s) the organization serves.

\*A hard copy of each application must be submitted.

\*All application materials, including letters of endorsement, must be submitted together.

\*When a grant is approved, the organization must wait until the next grant cycle - 9 to 12 months hence - before submitting a grant proposal for the same (e.g., ongoing) project.

\*Organizations may submit proposals for more than one project.

\*Organizations whose grant proposal is not approved may reapply in the next grant cycle.

**WHAT IS THE REPORTING PROCESS?**

A grant recipient is expected to use the funds for the purpose approved in the grant award, and funds are to be expended within the specified period of time. NCAC and CACF require that grant recipients submit a written report on the funded project no later than one year from the date of the grant. This report will be used to evaluate the success of the grant. An NCAC member may schedule a follow-up visit.

Grants will not be made to any organization that has not submitted an interim or final report for all previous NCCF grant(s) within 9 to 12 months after the award of such grant(s).

**NELSON COUNTY COMMUNITY FUND (NCCF) of the Charlottesville Area Community Foundation (CACF)**  
**CHECK-OFF SHEET FOR EACH DOCUMENT INCLUDED WITH THE APPLICATION**

To verify completeness of the Grant Application, the applicant should initial each Line Item below and include this sheet with the Grant Application package submitted to NCCF.

<u>Document or Subject</u>	<u>Title of Initials</u>
1. This Check-Off Sheet - - - - -	_____
2. NCAC Grant Proposal Cover Sheet - - - - -	_____
3. Proposal narrative, clearly outlining the project or program to be funded - - - - -	_____
4. A Letter of Agreement from each group, organization, or agency, whose support, cooperation or approval is required for successful implementation of the project. - - - - -	_____
5a. Copy of IRS 501(c)(3) Tax Exemption Determination letter - - - - -	_____
5b. Copy of most recent filed Form 990- - - - -	_____
6. Current financial statement including the annual budget and operating expenses- - - - -	_____
7. List of names and addresses of Board of Directors and Staff- - - - -	_____
8. Brief description of the organization's history, objectives, and current programs - - - - -	_____
9. Geographical area and demographic group(s) the organization serves- - - - -	_____