



# Nelson County Community Fund

of the Charlottesville Area Community Foundation

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

Please print out this cover sheet and place it at the beginning of your grant proposal.  
 Completed proposals must be postmarked by the proposal 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 NCCF 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 the information delineated under 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**

### **HOW ARE GRANT DECISIONS MADE?**

Grant proposals are reviewed by the NCCF. A site visit may be undertaken by one or more Board members. Following review, NCCF 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 the Nelson County. Grants are made without regard to factors of 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, 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 February/March decision) and June 30 (for a July/August decision). All applicants must fully complete the **Grant Proposal Cover Sheet**. One hard copy of the grant proposal should be submitted in writing 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 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 APPLICATIONS:**

- Check-off Sheet.
- NCCF Grant Proposal Cover Sheet
- A proposal narrative of up-to-three pages, clearly outlining the project or program to be funded.
- A progress report on prior year's grant if applicable.
- A Letter of Agreement (LOA) from each group, organization or agency whose support, cooperation or approval is required for successful implementation of the project. For a new project that involves Nelson County Public Schools, the organization should contact the Superintendent.
- Evidence of 501(c)(3) operating status (IRS Tax Determination letter).
- A current financial statement including the annual budget and operating expenses.
- A list of names and addresses of 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 (i.e., 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. NCCF 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, or with a subsequent grant request; include number of persons served and type of services as appropriate. This report will be used to evaluate the success of the grant. A follow-up visit may be scheduled by an NCCF member.

New grants will not be made to any organization that has not submitted an interim or final report for all previous NCCF grant(s).

**Mail proposals 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)  
CHECK-OFF SHEET FOR EACH DOCUMENT TO BE 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>Initials</u>
1.	This Check-off Sheet - - - - -	_____
2.	NCCF 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.	_____
5.	Copy of IRS 501(c)(3)Tax Exemption Determination Letter - - - - -	_____
6.	Current financial statement including the annual budget and operating expenses - - - - -	_____
7.	List of names and addresses of Board of Directors and Top Staff - - - - -	_____
8.	Brief description of the organization's history, objectives and current programs - - - - -	_____
9.	Geographical area and demographic group(s) the organization serves - - - - -	_____
10.	As applicable, interim or final grant reporting form for any previous NCCF grant(s), if not previously submitted	_____

**Remember: New grants will not be considered for any organization that has not submitted an interim or final report for any previous NCCF grant(s) – for the same (i.e., ongoing) project.**