



**Nelson County
Community Fund**
an opportunity to care and share
YOUTH PHILANTHROPY COUNCIL
GRANT APPLICATION 2023-2024

I. COVER SHEET

*Required

1. ORGANIZATIONAL INFORMATION (Common Application)

Name of Organization:*

EIN Number:*

If you are operating under the fiscal sponsorship of a tax-exempt organization, please enter that organization's EIN number.

Organization Mailing Address:*

City:*

State:*

Zip Code:*

Organization Street Address (if different from mailing address):

Contact Person:*

Contact Title:*

Contact Email:*

Contact Phone Number: * _____(Office) and/or _____(Cell).

Organization Website:

What is the stated mission of your organization? * (200 words)

In what year was your organization founded?*

Describe in general terms the primary activities and programs that your organization undertakes to fulfill its mission. * (300 words)

Community Needs: Describe the long-term community need that your organization exists to address. Be as specific as possible about this need, including for whom this need exists and barriers to services. Use any available community data and other information that aids in substantiating the existence of this need (see list of resources below that may be of assistance). In other words, we would like to understand as thoroughly as possible why your organization is important to the residents of our community. * (500 words)

List of Resources

Please feel free to add any resources that you find useful so that we may add them to the list and share them in next year's application.

Please upload your most recent logo (not a PDF file).

II. GRANT NARRATIVE

PO Box 253 ~ Nellysford, VA 22958

www.nelsonfund.org

*Nelson County Community Fund, Inc.
is an agency fund of the Charlottesville Area
Community Foundation.*





Please note that we accept applications ONLY from organizations that serve Nelson County. Your proposal should address the following YPC 2023-2024 funding priorities:

(A) AFFORDABLE HOUSING AND/OR (B) MENTAL HEALTH SERVICES

Questions to address in your narrative:

1. How many Nelson County residents did your organization/program serve during the previous fiscal year?* How many Nelson County residents are you projecting your program will serve during your current fiscal year?
2. Please tell us if this number represents unique/unduplicated individuals or people who access your services multiple times during the year?*
3. Provide a “Title” of your proposed project and total project cost. Describe your funding request and explain how it aligns with the YPC’s funding priorities.* (500 words).
4. What is the timetable for your project (month/year)? _____ to _____ (month/year)
5. Please list all sources or potential source of funding for this project.

Sources of Funding	Amount Requested	Amount Committed
Amount requested from YPC		
Total		

6. Provide a concrete example (or tell us a story) that illustrates the impact that your funding request will potentially have on Nelson County residents, including those 18 years or younger.* (300 words)
7. What would you prioritize if we were unable to give you full funding?*(200 words)
8. Optional: Is there anything else you would like share about your organization/program, the funding priority, or how these funds will be used, that has not been covered in this application? (200 words)



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III. FINANCIAL INFORMATION

A. ORGANIZATION OPERATING BUDGET: Please attach either a copy of your organization's detailed operating budget or the completed operating budget worksheet for your full fiscal year that ends sometime in 2024. If your organization's detailed operating budget is presentable in an 8.5 x 11 one- or two-page document, you may submit that document (preferably as a PDF).

1. What was the size of your operating budget (total revenue/expenditures) for your fiscal year ending in 2023?
2. Optional Budget Narrative: Is there anything about your organization's budget that you would like for us to know? (200 words)

B. SPECIFIC PROGRAM BUDGET

If the intended use of our grant is for a specific program that has its own defined budget, please attach a document that details revenue and expenditures for this program. List all sources of revenue for this specific program.

3. What was the size of your program budget (total revenue/expenditures) for your fiscal year ending in 2023?
4. Optional Budget Narrative: Is there anything about the program budget that you would like for us to know? (200 words)

SUBMIT APPLICATION Submit Application via email to: nccfund@gmail.com or mail to Nelson Community Fund, Inc. P.O. Box 253, Nellysford, VA 22958. Note Attention Youth Philanthropy-Council. **Completed proposals must be postmarked by March 18th or emailed by 11:59 pm on March 18th.**

The organization named above will be the responsible fiscal agent for any funds received and will comply with applicable tax and other laws, and NCCF policies. Those signing below understand that the NCCF/YPC requires expenditure and activity reports from grant recipients and may visit the organization before or after it awards a grant for the purpose of project evaluation.

I agree that all information provided is true and correct to the best of my knowledge. I also certify that this application has the approval of my agency director and board chair.

_____ (Organization Officer/Title) _____ (Date)

_____ (Board Officer/Title) _____ (Date)

If your organization has no staff, please provide two (2) Board member signatures. All items on the cover sheet and Grant Proposal Guidelines must be provided or this proposal will not be considered for funding.



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For the purpose of improving the application process and the learning experience of the YPC, we would greatly appreciate your feedback. We are interested in any constructive criticism so that we may continue to improve the application and the process. Thank you!

NELSON COUNTY COMMUNITY FUND (NCCF)/YOUTH PHILANTHROPY COUNCIL (YPC) GRANT PROPOSAL GUIDELINES

HOW ARE GRANT DECISIONS MADE?

Grant proposals are reviewed by the YPC. Following review, the YPC makes recommendations to the NCCF Board of Directors regarding grant award decisions.

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 humanitarian 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, building construction, 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 deadline is February 29, 2024. All applicants must fully complete the Grant Proposal Cover Sheet. One electronic copy of the grant proposal should be emailed 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 NCCF's mission and YPC priorities, 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.
- 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 Executive staff.
- Brief description of the organization's history, objectives, and current programs.
- Geographical area and demographic group(s) the organization serves.

*All application materials, including letters of endorsement, must be submitted together in electronic format. 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/YPC requires 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/YPC member.

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

Email proposals to: nccfund@gmail.com; Attention Youth Philanthropy Council



Nelson County Community Fund

NELSON COUNTY COMMUNITY FUND (NCCF) / YOUTH PHILANTHROPY COUNCIL (YPC)

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.

Document or Subject	Initials
1. This Check-off Sheet	_____
2. Proposal narrative, including Organizational Information, Grant Details, Financial Information, clearly outlining the project or program to be funded	_____
3. A Letter of Agreement from each group, organization, or agency, whose support, cooperation or approval is required for successful implementation of the project.	_____
4. 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 Executive 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.