



Thank you for your interest in applying for a grant from the Community Foundation of the Central Blue Ridge. We encourage you to read the enclosed list of "Frequently Asked Questions" before you complete the application. The application is a PDF package which contains multiple parts, all of which must be completed. The parts of the application are:

- ❖ Part I (Coversheets, Instructions, Budget Form)
- ❖ Part II (Budget Narrative Form)
- ❖ Part III (Application Narrative Instructions)

The application can be downloaded from our website at www.communityfoundationcbr.org. If you would prefer to receive the application via e-mail, please let us know. Our email address is: cshields@communityfoundationcbr.org.

All grant applications are due **electronically** by **Thursday, January 19, 2012 at 3:00PM**. It is important that you follow all instructions and submit all required documents to cshields@communityfoundationcbr.org or info@communityfoundationcbr.org. Because of the number of attachments required, multiple emails may be necessary. **We encourage you to submit your proposal as early as possible so that we can notify you of any missing documentation. After the January 19th application deadline, all incomplete proposals will be returned.**

If you have **any** questions about your organization's eligibility or about any of the enclosed materials at any time during the grant writing process, please don't hesitate to contact the Foundation. We are your community foundation and are here to help. In addition, because it is unlikely the Foundation will be able to fully fund all requests, we may share information with other funders or potential donors in an attempt to provide more funding for projects.

Frequently Asked Questions

Who is eligible to receive a grant? Organizations currently operating with 501(c) (3) tax-exempt status, either located within or operating programs within the Foundation's service area (i.e., Cities of Staunton and Waynesboro, and Augusta, Nelson, and Highland Counties).

What are the standards of the applications typically sought by the Foundation? Historically, the Foundation has favored programs and projects which can be completed within the year of the grant award, which meet the following criteria: programs which address an identified community need; are well-planned with an effective schedule of activities and use of resources; include an itemized, cost-effective budget, where a moderate amount of grant funds can effect a significant result; show a base of other support and coordination and cooperation among other organizations, thus eliminating duplication of effort; provide a clear method of evaluating the results and impact of the program or project upon completion; and demonstrate the organizational stability and leadership needed to ensure the successful supervision and implementation of the project.

Does the Foundation fund only particular charitable areas? No. The Foundation may approve grants to any charitable area (arts and culture, education, environment, health, human services, historic preservation, etc.) which is being served by a 501(c) (3) non-profit organization.

What does the Foundation typically not support? General annual fund appeals, deficit reduction, capital campaigns or endowments, fund-raising or celebration events, start-up funds, benefits for individuals (including travel, fellowships), and fraternal or strictly religious programs (community-based, ecumenical programs which meet the Foundation's selection criteria are eligible for support).

What are typical grant amounts? Historically, community grants have ranged from \$2,000 to \$10,000. Examples of competitive grants awarded may be found in the Foundation's Annual Report, or on the Foundation's website at www.communityfoundationcbr.org.

Is the Foundation changing how it thinks about grant making? Yes! Grantmakers are seeking opportunities to invest in collaborative efforts, multiyear efforts, and perhaps even grant larger sums than they have historically. The Foundation is in the process of evaluating priorities for the 2013 grant cycle, and encourages all applicants to "think outside the box" for this year's grant cycle, as well.

Does the Foundation require reports on grants? Yes. The Foundation requires both an interim and a final report. The proper forms for these reports will be provided by the Community Foundation. Organizations must submit and receive Foundation approval of these reports before any additional Foundation grant applications will be considered.

If I receive a grant, can I spend the money on different projects? No. Any funds not expended for the specific purpose of the grant as detailed on the itemized budget worksheet, and by the deadlines determined by the grant contract, must be returned to the Community Foundation of the Central Blue Ridge and cannot be diverted to other uses without the express written approval of the Foundation.

Who makes the grant decisions? A review committee appointed by the Foundation will review all grant proposals, make site visits if necessary, and then make recommendations for funding.

How do I apply? Contact the Foundation office for an application package and instructions by phone at (540) 213-2150, by email at: cshields@communityfoundationcbr.org, or from our website at www.communityfoundationcbr.org. Please submit all required documents **electronically**, prior to the January 19th deadline, to the above email address, or to info@communityfoundationcbr.org.

Why are there other foundations listed on the cover sheet? In order to make the process of applying for grant funding to local foundations easier for our area non-profits, we have created a common application. While each foundation requires a separate application, the common application should streamline the process for all involved. Please send only requests for Community Foundation funding to us – all other local foundations will have their own instructions.

Can I contact the Foundation if I have any questions or need help? Yes — please do! This is your community foundation. Any and all questions are encouraged, at any point in the process.