



Community
Foundation
of the
Dan River Region

541 Loyal Street, Danville, VA 24541 (434) 793-0884

KEOKEE FUND GRANT GUIDELINES AND PROCEDURES

The Community Foundation of the Dan River Region is a public charity established in September 1996 by a steering committee of civic leaders to meet a variety of social, educational, cultural and other charitable needs in the Dan River Region.

1. Keokee Fund proposals are to support the **education of academically gifted students** in The Community Foundation's service area.
2. Applicants may include
 - a. 501(c)3 charitable organizations
 - b. Public or private school systems
 - c. Classrooms (applications should go through the school system office and grants will be paid to the school system).
 - d. Individuals (applications should be made to attend a unique program for academically gifted students. Payments will be made to the program, not the student.)
3. Proposals should describe in detail projects that support the education of academically gifted students. **Please keep in mind the amount of money available is up to \$1,670.**
4. In addition, strong consideration will be given to:
 - a. Projects that will serve a wide segment of the community and that will assist those who are not being adequately served by existing community resources.
 - b. Projects which promote coordination, resource sharing, and encourage participation with other community resources.
 - c. Projects that encourage more efficient use of community resources.
5. Organizations receiving grants are required to provide the Foundation with a full project and financial report. Any funds not spent for the specific purposes for which the grant was approved must be returned to The Community Foundation. Funds awarded by the Foundation cannot be diverted to uses other than those for which they were given.

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6. Grant applications should follow the above guidelines and include the following information:
 - a. Completed grant application summary sheet (attached).
 - b. A more detailed narrative describing the project, its purpose, and the community needs the project serves. The proposal should be not more than two typewritten pages. Additional printed material describing the project can be attached.
 - c. Specific project budget with details of expenses and income.
 - d. Sources of future funding for the project, if ongoing.
 - e. Other project funding sources received or expected.
 - f. If a non-profit organization is applying the following information, must be included:
 1. Copy of the organization's IRS tax determination letter, if applicable.
 2. A list of the organization's Board of Directors and their principal occupations, if applicable.
 3. Financial information of your organization, including a copy of its budget for year in which the project is to occur and a copy of the most recent annual financial statements and audit report. (Not required for school systems.)
 - g. A Grant Report must be submitted either upon completion of the project or after 12 months if the project has not yet been completed. Unused grant funds must be returned to the Foundation.

PLEASE SUBMIT **5 COMPLETE COPIES** OF YOUR PROPOSAL FOR THE
DISTRIBUTION COMMITTEE'S REVIEW.

COMPLETED PROPOSALS MUST BE
RECEIVED By 5 p.m. **February 22, 2019**

**The Community Foundation
541 Loyal Street
Danville, VA 24541**

Late applications will not be considered.



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KEOKEE FUND APPLICATION

Please submit 5 complete sets of all documentation by 5:00 p.m. February 22, 2019.

Organization/school/classroom/individual _____

Address: _____

Contact person: _____ Title _____

Home Phone: _____ Work Phone _____

FAX: _____ Email: _____

General Purpose of your project: _____

Specific Purpose for Requested Grant (please attach additional required information):

Total Project Budget: _____ Amount of Grant Request: _____

Project starting date: _____ Completion date: _____

The organization named above will act as the responsible fiscal agent for any funds received and will comply with applicable tax laws, regulations and Foundation policies. I understand that the Foundation may require expenditure reports from grant recipients and may request the opportunity to visit our organization before awarding a grant or after a grant has been made for the purposes of project evaluation.

Signature of President/School Principal Please print name here Date