

## Competitive Grant Cycle Instructions

**General instructions applicable to all areas of the application**—Please provide only the information requested in a question. If, for example, the question asks for your name, include only your name, not your name and phone number. The Foundation performs mail merges from your applications so it is important that answers be formatted properly to keep us from having to make multiple corrections. For example, if the application asks for name, the name should be formatted using title case, such as Traci Petty. The number of applications increases each year so the time is coming when incorrect formatting will disqualify an application.

### General Application

**1. Select one of the following to describe your organization**

Every organization that applies for funding from our Competitive Grant Cycle must be either a tax exempt 501c3 organization or a local government organization. Choose the answer that applies to your application.

If you are using a fiscal agent, list the status of your fiscal agent. You may also want to call our office to confirm that it is an approved fiscal agent. Also, remember that an organization cannot apply to us AND be your fiscal agent. Only one application per organization and only one request per application is permitted.

- 2. Organization** – List the name of your organization as it appears on your letter of tax exemption. If you are applying under a city/town/county, list the proper name of the city/town/county and then the division you represent. Examples: Town of Yanceyville-Yanceyville Fire Department; City of Danville-Department of Social Services.
- 3. Contact Person**-List the name of the person who is able to answer questions about this application and provide additional information if requested. Make sure this person understands that they are responsible to be the contact for this application from the time they apply until the reporting cycle is completed. **Please format the name in appropriate title case, not all lowercase or all uppercase. Please do not list anything in this answer other than the contact person's name.**
- 4. Title**-List the title of the contact person as it appears on their business card for the organization or as Grant Writer, if that is the case.
- 5. Mailing Address**-List the mailing address of the organization. If there is a PO Box, list it in the first address line and list the physical address in the second address line, using the zip code appropriate for PO Boxes.

6. **City, State and Zip Code**-Please list the city, two letter state abbreviation, and the zip code. If using a PO Box, be sure to make the zip code match the one needed for the PO Box.
7. **Phone number**-Please list the phone number of the contact person who will be able to answer questions about this application and provide information if requested. Make sure this person understands they will be responsible to be the contact from the time they apply until the reporting cycle is complete.
8. **Cell**-If you have a cell number you can provide, that will make it easier to contact you immediately should there be questions regarding your application. If you do not have one, it is not required.
9. **Attach a copy of your organization's IRS tax determination letter**-This is required to receive any funding from The Foundation. If another organization is acting as your fiscal agent, you will need to attach their tax exemption letter.

If you are applying as a local government organization, this should be a letter from the appropriate representative giving permission for this application. An example is if the applicant is a department inside the City of Danville government, a letter from either Ken Larking, City Manager, or his designee. Only three applications are allowed from each city, town or county government, so it is important that leadership be aware of and give approval for applicants.

10. **Email**-This should be an email for the contact person listed in the previous question.
11. **Website**-Please list your website address if you have one. This question is not required.
12. **Organizational Purpose Overview**-Attach a word document or a pdf that lists your mission and vision statements for your organization. Include a short summary of why this work is important to our communities.
13. **Organization Financial Strength**-Attach a pdf of your most recent board-approved balance sheet for the organization as a whole. This must include an income statement. Please scan the budget, income statement and any other documents together into one pdf document to attach.

This field is **not** the place to include anything about your project. The second part of the application will request a copy of your project budget.

14. **Current Board of Directors**-Attach a word document, an excel spreadsheet or a pdf document that provides a list of your current Board of Directors and their contact emails and/or phone numbers.
15. **Electronic Signature**-This signature needs to be from someone who will be actively involved in maintaining compliance with all requirements of any Performance Grant Agreement(s) that may result from this application cycle. It may be the CEO or may be a board member.

## Part Two of the Competitive Grant Cycle Application Instructions

1. **Have you downloaded a copy of the instructions for this application?** The answer is yes if you are viewing this statement.
2. **Does your organization serve Danville/Pittsylvania County, VA or Caswell County, NC?**  
This question determines your eligibility to receive funding from The Foundation's Competitive Grant Cycle. You must be able to answer yes to at least one of these areas.
3. **Does your organization and/or program operate under a nondiscrimination policy?** This is a yes or no question. The Community Foundation of the Dan River Region has a clear policy about nondiscrimination in our funding and in our employment practices.
4. **Amount of Grant Request-**Answer with a number formatted as currency, example 15,800.00.
5. **General Purpose of the Project-**This answer should be no more than one or two lines that concisely describe your project. Example-"to provide 30 ballistic vests to emergency personnel" or "to provide weekend food supplements to elementary school students." Do not write a paragraph fully explaining your project here. You may fully describe the project in the Statement of Need question. If you are applying for the same project as last year, you may pull the general purpose statement from your previous Performance Grant Agreement.
6. **What is your anticipated project start date?** All projects must start and finish between the dates of January 1 and mid December 15 of the next calendar year after you complete this application.
7. **What is your anticipated project completion date?** All projects must start and finish between the dates of January 1 and December 15<sup>th</sup> of the grant awarded year.
8. **Statement of Need-**This is the area of the application where you fully describe your project, identify what need it fills in the community, and explain how this project will improve/enhance the quality of life for those it will serve. This is a description of the project the requested funding will support, not a description of what your organization was formed to do for the community. The Competitive Grant Cycle funds projects, it does not fund the overall operation of an organization.
9. **Program Evaluation and Outcomes-**Describe how you will measure the impact of this project. What outcomes will the project achieve? What will be the indicators of success and how will you measure it? This area should be planned out carefully. Just one example would be: **Purpose: We want to expand youth career choices. Survey administered before project: Have you ever met anyone who is a set designer for television, movies or plays? Survey administered after project: Have you ever met anyone who is a set designer**

**for television, movies or plays? Record the number of youth who had changed their knowledge base of careers available.** Please call Traci Petty at 434.793.0884 or email [traci@cfdr.org](mailto:traci@cfdr.org) if you have questions regarding this part of the application.

10. **Program Budget Description**-This is the place in the application that the budget for your specific **project only** is included. You may choose to use the template offered on our website at <https://www.cfdr.org/grants/applying-for-a-grant/> or you may give a complete listing of what items will be purchased and the cost of those items with a total at the bottom. Please attach quotes, invoices and/or examples to confirm the costs you have listed.
11. **Please list any additional funding sources.** If you have other funding that will help with this project or have applied for other grants to support this project, please describe those things here.
12. **Please attach a letter of support.** If you are a 501c3 organization, this letter must be from the Board President or Executive Director (only if they are **not** the applicant is the Executive Director acceptable.)

If you are applying under a city/town/county, this letter must come from the appropriate city/town/county administrator providing permission and support for this application. Applications without this letter of approval will be considered incomplete. (If you are a division of a city/town/county, this letter may be the same one attached in Part 1 question 9.)

13. **Please attach any additional information related to this project/program, such as marketing or program materials**-This is where you may attach a pdf, excel spreadsheet or word document showing marketing materials, brochures for the organization, a complete description of the whole program, photos of participants or any other information you feel may help the committee to better understand who you are and what you do. This attachment is not required, but is highly recommended. The more the committee understands, the better your chances of securing a grant. Remember this committee may or may not have any idea what your organization does for the communities you serve.