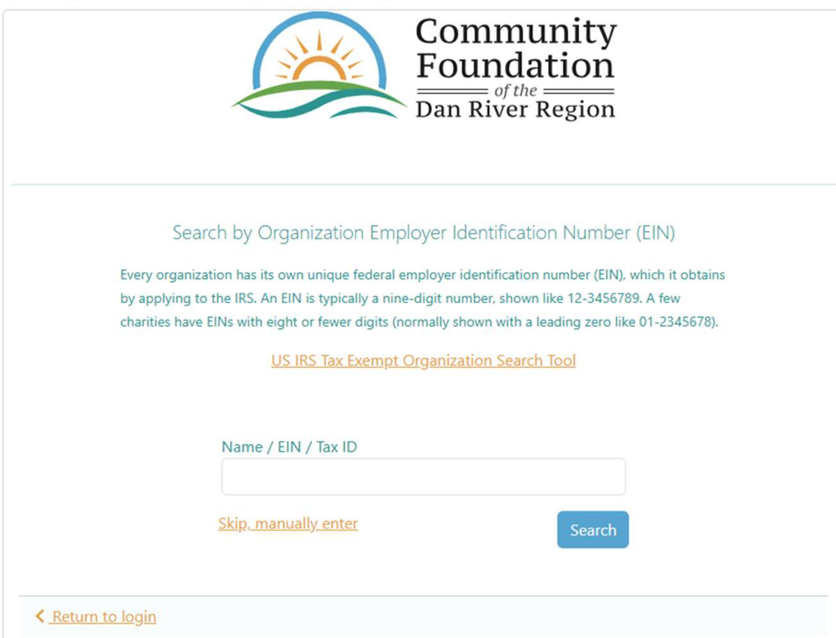
All applicants will need to set up a new account in our new software, akoyaGo, to apply for funding from The Community Foundation of the Dan River Region. Moving forward all applications and all reporting will be done through the akoyaGo portal.

Visit the link https://goapply2.akoyago.com/cfdrr

Click on Create a New Account

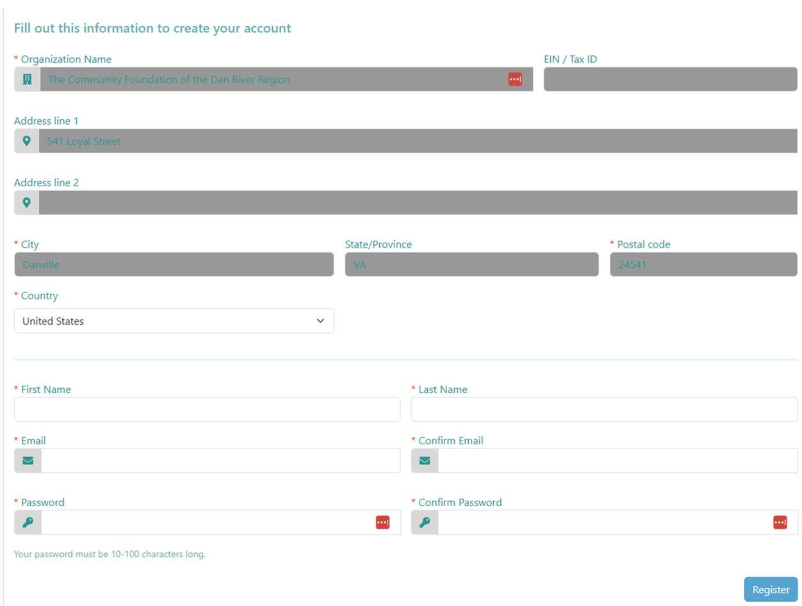
You will be asked to choose whether you are an Individual or an Organization. If you are applying for a scholarship, or are one of our reviewers, you will create an account for an Individual. If you are applying for a grant, you will choose the Organization account type.

When you click on Organization you will be taken to this screen

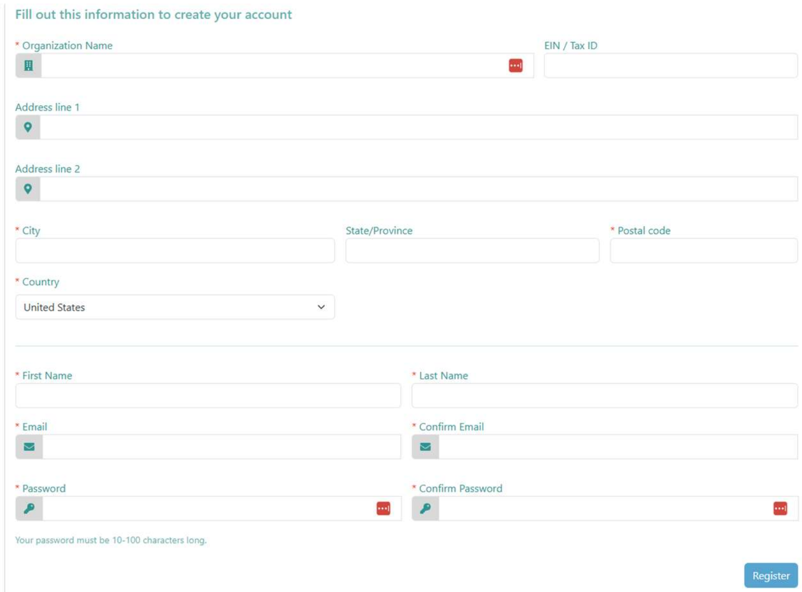


You may identify the organization you are serving by Name, Tax Identification Number or Employer Identification Number. If your organization is in our system, the information should automatically populate when you enter an identifier. A list of potential matches will appear for you to choose the correct match.

Select the matching organization and then an information screen will appear. You may edit any information that needs to be updated and add your name and new login credentials for your account. Organizations may have more than one person on the same account. The organization's leadership also has the option to determine what role is assigned to each person if they choose to do so. Once you have completed the form, click Register.

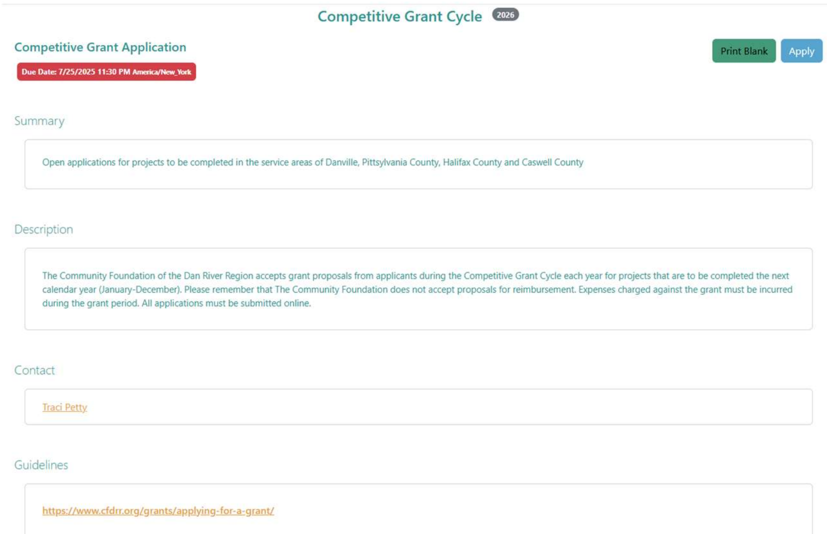


If your organization is not in our system or pulled from our Tax Exempt Organization tool (your organization may be brand new and not in the system yet) you may enter your information manually by clicking the "Skip, manually enter" link. This screen will appear for you to enter the information about the organization.

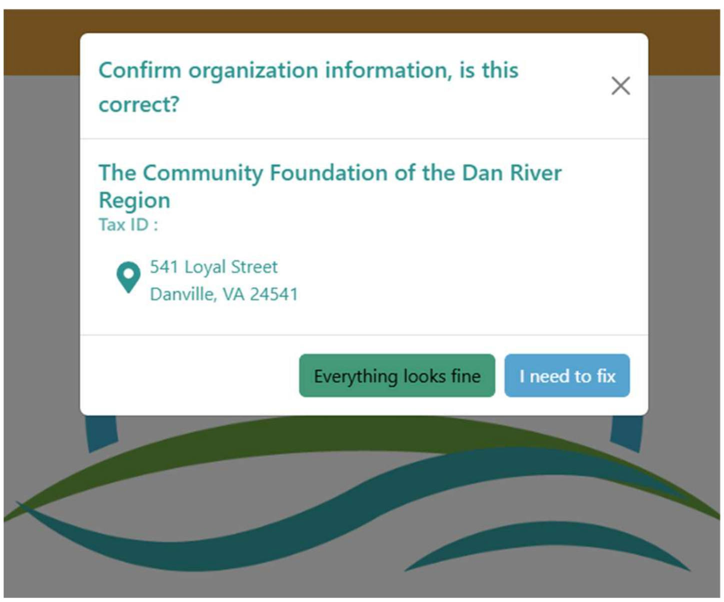


When the account has been created, you will then be shown a list of opportunities that are available. If you cannot see any opportunities, then there are none available at that time. When an opportunity is open and available, it will be shown in the list.

When you click the link under the opportunity guidelines, it will take you to our website and show you a copy of the requirements for eligibility for the opportunity you are viewing.
When you click the word View on the far left of the screen, it will take you to the opportunity description page. This page offers a summary and a description of the opportunity. You may click on the Print Blank button on the top right to print a blank copy of the application. This allows you to prepare your answers ahead of time. When your answers are ready, and all documents gathered, you will then click on the Apply button to start your application. You may also email Traci Petty to ask a question. If you need to reference something in the guidelines for the opportunity, you may also click on that link as well.



Clicking on the Apply button will open the application, but a dialogue box will appear asking if all the information about your organization is correct or if you need to change something. The only information you cannot change about your organization is the Tax Identification Number. Once that is set the first time, the box locks.



Next, the system will bring up the application itself and if you have filled it out before you will notice the only thing that has changed is that you now use your mouse cursor or a touch screen to sign the application instead of typing your name.

Upon completion of the questions and document uploads, simply hit Submit. If you submit your application in error, send a message to Traci Petty traci@cfdrr.org or call our office 434-793-0884 and we can reset your application back to a draft status for you.

If you are a first-time applicant or just need a reminder about some of the items expected in response to the questions, the application questions instructions are included below.

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 answers be formatted properly to keep us from having to make multiple changes. For example, if the application asks for name, the name should be formatted using title case, such as John Doe.

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 project per application is permitted.

2. **Have you downloaded a copy of the instructions for this application?** These instructions help the organization get their application filed correctly and it helps The Community Foundation staff process applications and correspondence more quickly.

3. **Does your organization serve Danville/Pittsylvania and/or Halifax County Virginia? Caswell County, North Carolina?** If you are not located inside or you do not serve one or more of these areas with the project for which you are applying, then you do not qualify to apply.

4. **Does your organization and/or program have a nondiscrimination policy?** The Community Foundation is an equal opportunity organization, and it is important to us to stay true to our values.

5. **Name of 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.

6. **EIN –** We verify every organization that applies to us as nonprofits in good standing and report these Employer Identification Numbers to our auditors at the end of the year.

7. **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.

8. **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.

9. **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 serve as the contact from the time they apply until the reporting cycle is complete.

10. **Website** – Please list the appropriate address for your website if you have one. It is great for committee members to be able to learn more about your organization when they are trying to review your application.

11. **Will this grant have a different payee than listed above?** This is the area of the application where you identify if another organization will be acting as fiscal agent for grant funding received by you. If you choose to answer yes to this question, additional fields will appear to collect the appropriate information about the organization serving as your fiscal agent.

12. **Grant Primary Contact Person –** List the name of the person who can answer questions about this application and provide additional information if requested. Make sure this person understands that they are responsible for being 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.**

13. **Job 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.

14. **Email –** This should be an email for the contact person listed in the previous question.

15. **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. You may contact the IRS to obtain a copy of this letter if you do not have the original letter mailed to you when your tax exempt status was granted. (If you are a government organization, this question will not appear for you.)

16. **Organizational Purpose Overview –** Attach a word document, or a pdf, that provides the mission and vision statements for your organization. Include a short summary of why this work is important to the communities we serve.

17. **Organization Financial Strength –** Attach a pdf of your most recent board-approved financial statements for the organization, please include as much financial information as possible to help our committee determine if your organization is stable. If there are multiple documents, please scan them together into one pdf document to attach. **(If you are a government agency this question will not appear for you)**

    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.

18. **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 email addresses and/or phone numbers.

19. **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 a board member.

Part Two of the Competitive Grant Cycle Application Instructions

1. **General Purpose of the Project** – This answer should be no more than **one or two** sentences 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.

2. **Amount of Grant Request** – Answer with a number formatted as currency, example 15,800

3. **What is your anticipated project start date?** All projects must start and finish between the dates of January 1 and December 15 of the year the grant is provided to cover.

4. **What is your anticipated project completion date?** All projects must start and finish between the dates of January 1 and December 15 of the year the grant is provided to cover.

5. **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 or program.

6. **Project Budget Description** – This is where the budget for the specific **project you are requesting funding for** is included. You may choose to use the template offered on our website at https://www.cfdrr.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.

7. **Project 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@cfdrr.org if you have questions regarding this part of the application.

8. **Please list any additional funding sources.** If you have other funding that will help with this project, have applied for other grants to support this project, or are partnering with another organization to complete this project, please describe those things here. This information helps the committee to decide if you will have additional support to help you complete a project when there is not enough funding available to give you all you have requested. This is especially helpful with large requests.

9. **Please attach a letter of support.** If you are a 501c3 organization, this letter must be from a Board member 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. 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 applications.
Applications without this letter of approval will be considered incomplete.

10. **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 project, quotes received for project materials, photos of participants or any other information you feel may help the committee 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 knowledge of what your organization does for the communities you serve.