

GLOUCESTER COMMUNITY FOUNDATION
Community Endowment Grant Application Procedures
2011

Grant proposals must be emailed to GCFGrants@Gmail.com no later than July 15, 2011.

Summary Face Sheet to include the following:

- Name of organization, mailing address, email address, primary contact person with title and phone number and alternate contact person with title and phone.
- Project summary (one or two paragraphs)
- Project starting and completion dates
- Amount requested from Gloucester Community Foundation
- Total project budget
- Independent Auditing/Accounting Firm with contact information

Detailed narrative not to exceed 3 pages to address the following questions:

- What need will the proposed project address?
- How will the project work? For example:
 - a) How many people will be served?
 - b) How will the target audience be reached?
 - c) How will this audience benefit from the project?
 - d) Is the project a collaborative effort with other organizations? If so, with whom?
 - e) Staff needed to support the project? Existing staff or new hire?
 - f) What geographic area will be served?
- What is the duration of the project? If longer than one year, how will project be funded in future years?
- Hours of operation?
- What will the program staff-to-client ratio be?
- Will this grant be used as a challenge or matching grant?

Detailed budget for the project

Previous year's audit or financial review and operating budget of organization for the current year that has been approved by organization's Board of Directors. If not available, explain. Current list of Board of Directors and amount of financial support pledged/contributed by the organization's Board of Directors.

If your organization is selected to receive a grant, it will be subject to the receipt and approval of the documents detailed below. To ensure timely processing of grants, be sure to keep the following information current:

- Copy of IRS Tax Exempt letter designating the organization as 501 © 3 non-profit
- If filed, copies of your tax return for the most recent fiscal year end. If immediately previous year has not been filed, please explain and provide organization-prepared balance sheet, income statement and statement of cash flows.
- Operating budget for current year and three year forward operating projections

All applicants will be notified by email by September 15, 2011. Each recipient organization will be required to submit a final report after one year evaluating the program or project funded.

The Gloucester Community Foundation is an affiliate of the Community Foundation Serving Richmond and Central Virginia.

If you have any questions, please contact:

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