

**GLOUCESTER COMMUNITY FOUNDATION
PROPOSAL SUBMISSION CHECKLIST**

Proposals should be submitted electronically and emailed to gcfgrants@gmail.com.

- _____ 1. Organization Summary (Form #1) (signed by both Executive Director/CEO and Board Chair/President)
- _____ 2. Proposal Form (Form #2), with responses to questions 1 – 8
- _____ 3. Organization Budget for the current fiscal year
- _____ 4. Most current Organization Board list (see note below)
- _____ 5. Copy of 501c3 IRS determination letter (see note below)
- _____ 6. Most recent IRS 990 (see note below)
- _____ 7. Most recent financial audit or review, if one is conducted (see note below)

NOTE: If your organization has a current portrait on GiveRichmond.org, you **DO NOT** need to submit items 4 – 7.

If you have questions about your portrait or would like to create a portrait, please contact Michael Jones, GiveRichmond Coordinator, at mjones@tcfichmond.org or 804-330-7400.

Proposals are due on May 1, 2012 by 4:30p.m. – a receipt deadline will be observed.

Proposals should be submitted electronically to:
gcfgrants@gmail.com

**If you have questions regarding proposal submission, please contact
Warren Deal, Grants Chairman at**

Daytime (757) 898-2771
Evenings (804) 694-5759

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

Gloucester Community Foundation

PROPOSAL FORM

Project Title (if applicable)

Purpose of the Grant (one sentence)

Project Contact Person

Title

Email

Phone #

Amount Requested \$ _____ Total Project Cost \$ _____

Type of request: General Operating Support Project Support
 Capacity Building Capital Other _____

Time period the grant will cover (month/year) _____/_____/_____ to _____/_____/_____

Year of your last completed Strategic Plan: _____

Year of last Financial Audit: _____

Please address the following questions as appropriate to adequately describe your request in narrative form in the spaces provided. This document, from Project Title through response to #8, should not exceed four (4) pages in total. Responses must be typed.

1. **Need:** Briefly describe the identified need your project will address.

2. **Project Description:** Briefly describe the project. (Be sure to include the geographic region and target population served, including the number of individuals to be reached/served through this proposal.)

3. **Project Design:** How was the project developed? Is it based on a best practice model? If so, please describe. For existing projects, describe past achievements (quantitative and qualitative) and why the program should be continued.

4. **Mission Relation:** How will this project advance your organization's mission?

5. **Collaboration:** Describe any collaborations or partnerships that will assist you in this project.

6. **Community Impact:** How will this project make an impact in the community?

7. **Anticipated Results:**

a. Please share three to five specific project goals with anticipated results.

b. How will you measure progress toward these goals?

8. **Project Budget:**

a. How will funds from this proposal be used?

b. Aside from this grant request, how will you fund this project?

c. Describe your sustainability plan moving forward: how will you ensure funding of this project at the end of this grant.

Gloucester Community Foundation

ORGANIZATION SUMMARY

Date of submission: / /

Legal Name of Organization

DBA

Address

City

County

State

Zip

Telephone

Fax

Website

Executive Director/CEO

Title

Email

Phone #

Board Chair

Phone #

Is your organization Tax Exempt under 501(c)(3) Yes No IRS Tax ID # _____

If no, identify the Code Section for which you are exempt or identify your fiscal agent

and its IRS Tax ID # _____

Total Organization Annual Budget \$ _____ Fiscal Year _____ to _____

Market value of endowment/investment pool (if any) \$ _____

% of endowment/investment pool that is available for operations: _____

of Board Members: _____ % of Board Members that contribute financially: _____

How often does your Board meet per year? _____

Mission Statement:

Geographic region served:

Brief description of current organizational goals and programs, services or activities:

By signing below, we confirm that the information provided within this Document is accurate and approve the submission of this proposal. The Organization will be responsible for any funds that might be received and will comply with applicable tax laws and regulations.

Executive Director/CEO _____ Date / /

Board Chair _____ Date / /

On behalf of the organization named below, I accept the terms and conditions under which this grant is being made.

Organization

Name	Title	Date
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Memorandum to Organizations Receiving Grant Assistance

In order to comply with applicable tax laws, regulations, and foundation policy, Gloucester Community Foundation (GCF) provides grant support to your organization with the understanding that:

- 1) grant funds distributed to your organization in connection with the Foundation's grant will be used only for purposes designated in our grant letter;
- 2) no funds will be used for any political campaign or to support attempts to influence legislation of any government body;
- 3) if your organization loses its exemption from federal income tax, any unexpended funds will be returned to the Foundation;
- 4) adequate accounting records of the expenditure of funds will be maintained by the grantee organization;
- 5) *special provisions regarding equipment grants*: If, in the sole opinion of the Foundation, an organization no longer provides the services for which the equipment grant was awarded; no longer operates as a service provider within the area served by Gloucester Community Foundation; or ceases operations due to loss of substantial funding, staff, etc. or dissolution as a nonprofit corporation, the Foundation may request the return of equipment. This provision shall be limited to three years from the date of award.

We request that your organization submit a narrative project report to GCF by December 1, 2012. Enclosed is the form needed for the Foundation's reporting requirements. Please contact Margaret M. Nost, Regional Director, if you have questions regarding grant policies and reporting requirements.

GLOUCESTER COMMUNITY FOUNDATION

Final Program Report

Date Submitted: __/__/____

Name of Organization	Grant Number
Contact	Email
Phone Number	Grant Amount

Please address the following questions in narrative form. Please limit this document to no more than three pages, excluding this cover sheet.

I. REVIEW

Referring to your original proposal, briefly restate the purpose of the grant and how this grant advanced your organization's mission.

II. EVALUATION RESULTS

With your proposal, you submitted three to five anticipated results. Please update us on your achievements by responding to the following:

- Successes you achieved during the grant period.
- Key lessons learned.
 - What was different than you expected?
 - What challenges or setbacks did you encounter and how did you respond?
- Describe how collaboration with other organizations and/or the target population's involvement affected the results of this effort.
- How are you using and sharing your evaluation results and lessons learned, both internally and externally?

III. FINANCES

- For both project support and operating support:
 - Include an explanation of how the grant was used.
 - Include information on other funders (if applicable) and the dollar amount each awarded
 - If the total proposed budget was not raised, indicate how you adjusted the project goals or your organization's process

IV. SUSTAINABILITY

- Briefly describe the next phase of this effort (continuation, expansion, replication or termination).
- How will you sustain this effort? Indicate what additional resources you have secured during the grant period and how you might use them to strengthen your program and organization (people, partners, in-kind, and public support, etc.)

Please attach copies of any public announcement of this grant (e.g. newspaper article, newsletter, annual report, etc.)

*****ATTACH THIS COVER SHEET TO YOUR FINAL REPORT NARRATIVE*****

Return to:

Gloucester Community Foundation, PO Box 2303 Gloucester, VA 23061
or electronically to: **gcfgrants@gmail.com**