

NELSON COUNTY COMMUNITY FUND (NCCF) of the Charlottesville Area Community Foundation (CACF)
GRANT PROPOSAL GUIDELINES – Nelson County Advisory Committee (NCAC)

HOW ARE GRANT DECISIONS MADE?

Grant proposals are reviewed by the NCAC. A site visit may be undertaken by one or more Committee members. Following review, NCAC recommends proposals to the full CACF Governing Board for approval.

WHAT ORGANIZATIONS ARE ELIGIBLE TO RECEIVE GRANTS?

Grants are made to tax-exempt public charities under Section 501 (c)(3) of the Internal Revenue Code and to government agencies. Grants are limited to projects in the Nelson County. Grants are made without regard to factors of gender, race, religion, national origin, or sexual orientation.

WHAT TYPES OF PROJECTS ARE SUPPORTED?

Careful consideration is given to the potential impact of the project and to especially imaginative and collaborative approaches to solving community needs. Categories of support include, but are not limited to, human services, education, environment, health, community needs and development.

Both seed money grants for innovative new programs and sustaining grants to organizations performing services vital to the community will be considered. Projects of interest include those that assist citizens whose needs are not met by existing services, and those that benefit a significant number of citizens of the community.

WHAT TYPES OF PROJECTS ARE GENERALLY NOT SUPPORTED?

Support is not generally provided for endowments, deficit reduction, fund-raising events or annual appeals of well-established organizations, religious programs, grants to individuals or projects normally under dictates of a government agency.

WHAT IS THE GRANT APPLICATION PROCESS?

Proposal deadlines are December 31 (for a March decision) and June 30 (for a September decision). All applicants must fully complete the [NCAC Grant Proposal Cover Sheet](#). One hard copy of the grant proposal should be submitted in writing on the organization's letterhead and signed by the organization's administrator or an officer as well as by the Governing Officer (e.g., Chair of the Board) on behalf of the governing board. The proposal narrative should be limited to no more than three pages. It should include a clear description of the project or program, the relationship of the project to the organization's mission, a total budget for the organization and a project budget, the qualifications of the project personnel, a list of Board members, and information as to how it will be supported in the future. Letters of endorsement are welcomed, but must be submitted along with all other application materials.

THE FOLLOWING INFORMATION MUST BE INCLUDED WITH GRANT APPLICATIONS:

- [NCAC Grant Proposal Cover Sheet](#)
- A proposal narrative of up to three pages, clearly outlining the project or program to be funded.
- Evidence of 501(c)(3) operating status (IRS Tax Determination letter) and the most recent Form 990.
- A current financial statement including the annual budget and operating expenses.
- A list of names and addresses of board of directors and staff.
- Brief description of the organization's history, objectives, and current programs.
- Geographical area and demographic group(s) the organization serves.

*A hard copy of each application must be submitted.

*All application materials, including letters of endorsement, must be submitted together.

*When a grant is approved, the organization must wait until the next grant cycle 9 to 12 months hence before submitting a grant proposal for the same (e.g., ongoing) project.

*Organizations may submit proposals for more than one project.

*Organizations whose grant proposal is not approved may reapply in the next grant cycle.

WHAT IS THE REPORTING PROCESS?

A grant recipient is expected to use the funds for the purpose approved in the grant award, and funds are to be expended within the specified period of time. NCAC and CACF require that grant recipients submit a written report on the funded project no later than one year from the date of the grant. This report will be used to evaluate the success of the grant. A follow-up visit may be scheduled by an NCAC member.

Grants will not be made to any organization that has not submitted an interim or final report for all previous NCCF grant(s) within 9 to 12 months after the award of such grant(s).

Mail proposals to: Nelson County Advisory Committee / CACF, PO Box 253, Nellysford, VA 22958