

COMMUNITY FOUNDATION OF THE NORTHERN SHENANDOAH VALLEY REQUEST FOR PROPOSAL

The Community Foundation of the Northern Shenandoah Valley was founded in 2001 to benefit the City of Winchester along with the towns, countryside, and citizens of Frederick, Clarke, and Warren counties.

Grants from the Community Foundation of the Northern Shenandoah Valley are made possible by the generosity of donors who are committed to local philanthropy and permanent endowment. Grants are recommended by the specific committees and approved by the Community Foundation of the Northern Shenandoah Valley Board of Directors.

YOUTH GRANT GUIDELINES

The Community Foundation of the Northern Shenandoah Valley will consider grants to charitable organizations providing the following or similar youth services and youth welfare programs in the City of Winchester, as well as Frederick, Clarke, and Warren counties.

- ◆ Improve the quality of life for children and the community in which they live
- ◆ Provide any or all of the following: Educational, athletic, academic, social, civic, and community based activities that involve or support children

ABOUT THE DONORS

Douglas E. Cochran established the **Cochran Family Youth Fund** in 2007 in memory of his father J. Clayton Cochran, Sr. and his mother Clarice S. Cochran, who were long-time residents of Winchester. He created the fund in recognition of his parents' love of children and the Shenandoah Valley region.

APPLICATION DEADLINES AND REVIEWS

Applications must be **postmarked or received** on or before **July 15th**, to be considered. Community Foundation of the Northern Shenandoah Valley representatives may contact applicants for a phone or face-to-face interview and site visit. Grants will be announced in October.

GRANT SIZE, PAYMENT, FINAL REPORTING

Grants generally range from \$1,500 to \$4,000.

NOTE: All grants are provided on a reimbursable basis. A summary of your grant expenses as well as a final report must be provided to the Community Foundation by September 30th of the following year in order to receive grant payments.

CHARITIES ELIGIBLE TO APPLY

Nonprofit organizations with dedicated programs that benefit children in the City of Winchester and Frederick, Clarke, and Warren counties are eligible to apply.

GRANT-MAKING PRIORITIES

Priority is given to well-established groups or organizations with a history of success in youth welfare. No grants to individuals will be made. Funding for specific projects or programs is encouraged.

Application Instructions

Applicants should submit a total of **Ten copies** of their proposal with the following components:

- (1) Application Cover Form
- (2) A proposal, no more than three pages total, explaining the organization, its history, mission, key programs, and the program or project proposed. Help us clearly understand your program or project. In your narrative, be sure to explain:
 - Is your program new or ongoing?
 - If ongoing, how will you sustain the program in future years?
 - Do you partner with other nonprofit groups or programs in your program?
 - How grant monies received will be used in your program
 - Explain volunteer and staff involvement in your program
 - **What are the expected outcomes in your program? How will you define success? Please note that your report for the program when requesting reimbursement should be tied to these expected outcomes.**
- (3) Include an additional page with a line-item budget for the program or project proposed. List other sources of funding pledged or received for your program or project.
- (4) Include copies of your current year fiscal budget

Support Materials—ONE COPY ONLY

Also include **ONE copy** of the following items:

- List of board of directors and their background
- List of foundation and corporate gifts received in past two years
- Most recent annual report (if not produced, a recent newsletter)
- Most recent Form 990 (if filed)
- Most recent audit or financial statement
- IRS letter of determination (this is not necessary if most current version is on file at CFNSV; however, please confirm that we have your current version from past applications)
- A copy of current charitable registration from the Commonwealth of Virginia (required of charities grossing \$25,000 or more annually in income)
- *If desired, one copy of a recent newsletter, news clipping, or brochure*

PLEASE DO NOT SUBMIT YOUR PROPOSALS IN FOLDERS OR NOTEBOOKS. PLEASE DO BIND EACH PROPOSAL BY STAPLE.

APPLY TO:

**Community Foundation of the Northern Shenandoah Valley
Hexagon House
530 Amherst Street, Suite 200
Winchester, VA 22601 540-869-6776**

**COMMUNITY FOUNDATION OF THE NORTHERN SHENANDOAH
VALLEY
COCHRAN FAMILY YOUTH GRANTS
APPLICATION COVER FORM**

Organization _____

Contact Name _____ Title _____

Address _____

E-mail _____

Web site _____ Phone _____

Amount Requested \$ _____

Proposal request summary (please use the space provided) _____

Total estimated number of youth directly aided or participating in this program _____

Total number of youth served: Winchester _____ Frederick _____ Clarke _____ Warren _____

What time frame will your program take place? (weeks/months/year round)

When do you expect your program to be completed? _____

Past Youth Grants amounts received from CFNSV Year _____ \$ _____

IRS Letter of Determination (check one) ___ enclosed ___ on file at CFNSV offices

Number of Board Members serving your organization _____

Percentage of Board members who make a financial gift to your organization _____%

A copy of this form should be placed on top of **each of your 10** proposals submitted