



# Guidelines and Grant Application

## Program Partners and Funders

The **Community Foundation for Northern Virginia** and **Community Foundation for Loudoun and Northern Fauquier Counties** have partnered to offer charitable funding opportunities to qualifying organizations serving Loudoun County through the Loudoun Impact Fund.

The Loudoun Impact Fund is a giving circle of caring donors, each offering gifts of \$1,000 (per person) or \$5,000 (per foundation or corporation). Gifts are pooled together to leverage funding and offer grants with impact, here at home. Many members are new to grantmaking and look forward to learning more about programs, needs, and solutions in Loudoun County.

## Loudoun Impact Fund Guidelines ~ 2019

The Community Foundation's giving-circle grant advisors will consider applications that positively impact disadvantaged or low-income children or young adults up to 24; or, special needs or disabled populations; or disadvantaged or low-income adults 60 years or older in Loudoun County. Proposed projects should address some or all of the following for these populations:

- ◆ Address housing needs, life skills, health, welfare, and social programs designed to enhance individual and community wellbeing; and/or,
- ◆ Provide services such as daycare, home care, respite care, medical care, after-school care, athletic and exercise programs.

## Grantmaking Priorities

Projects that leverage additional resources, such as volunteer time, in-kind gifts of materials or supplies, matching support from other funding sources, and collaboration with additional groups.

## Who is Eligible to Apply?

Loudoun Impact Fund applicants may be area 501(c)(3) public charities/nonprofits, schools, and churches providing direct services to residents of Loudoun County. (NOTE: The Loudoun Impact Fund can support faith-based entities, however, it will not support projects that either provide or require religious teachings or exclude citizens of different faiths.)

## Application Deadlines and Reviews

Applications must be submitted electronically via email to [nicole@CommunityFoundationLF.org](mailto:nicole@CommunityFoundationLF.org) on or before **October 1, 2019, 5:00 p.m.**

## Grant Size, Announcement, Final Reporting

An estimated \$125,000 will be available for distribution. Grants will range from \$5,000 to \$20,000; grants of less than \$5,000 will be considered. Grants will be announced no later than Friday, November 8, 2019. Grantees will be invited to attend an evening grantee & donor reception planned for Monday, November 18, 2019.

A final report of accomplishment and summary of grant expenses must be provided to the **Community Foundation for Loudoun and Northern Fauquier Counties** by **October 2, 2020**. Extensions may be allowed, but must be approved in writing in advance.

## **Application Instructions**

An application should include the following components:

**(1) Application Cover Form**

**(2) Proposal** (no more than four pages total, not including cover form, outcomes form, and budget form)

- **Organizational Background**—When founded, board composition, staffing and volunteer systems, and programmatic mission of the organization *etc.*
- **Statement of Need**—What need does your project address? What population(s) served?
- **Project Description**—How will your project uniquely address this need? Where will the project take place? How many are involved in the project? What are their roles? Who are your project partners? Do you have any experience with this project or similar projects? How did that go? Explain volunteer and staff involvement in your program
- **Timeline**—Summarize your timeline for the work
- **Evaluation and Future Funding**—How will you evaluate the outcomes in your outcomes chart? How will you publicize your grant and project outcomes? Will this project continue in the future? If so, how funded?
- **Budget Narrative**—Provide us with enough detail to assure our understanding of each component of income for the project (including detail about other funders) and expenses cited

**(3) Outcomes Form** — Use this form to describe the goals, objectives, outputs, and outcomes for the PROJECT for which you seek funding. You should have at least one measurable objective, output, and outcome for the project described in your proposal. However, some projects may have more than one activity. In that case, you should have at least one measurable objective, output, and outcome per activity included in your project. Only include outcomes and activities that are directly related to your grant-funded project. Add additional rows as needed. A sample with definitions are provided on the last page.

**(4) Application Budget Form**—NOTE: Use this form for the PROJECT for which you seek funding. Your income and expenses should **equal**. List other sources of funding sought, pledged, or received for your program or project; include donated materials and/or volunteer time. You may increase the budget layout to two pages, if needed, but please retain this formatting.

**(5) Support Materials**—Please provide a copy of the following materials:

- List of board of directors and their background
- Most recent Form 990 or 990EZ
- Most recent audit, review, compilation, or financial statement
- IRS letter of determination
- Current Fiscal Year Organizational budget (use the attached form for your PROJECT budget)
- Listing of all foundation and corporate gifts for past two years
- Copies of your policies addressing background checks of staff and volunteers working with your clientele

***Submit all application documents electronically via email by October 1, 2019, no later than 5:00 p.m., to:***

Nicole Acosta; [nicole@communityfoundationlf.org](mailto:nicole@communityfoundationlf.org)

Community Foundation for Loudoun and Northern Fauquier Counties

Subject Line: Loudoun Impact Fund Application

*For more information or questions, call Nicole Acosta, Director of Grants and Nonprofit Programs at 703-779-3505, ext 3*

# Loudoun Impact Fund Grant Application COVER FORM ~ 2019

Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

Project Title \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Phone \_\_\_\_\_

Contact Title: \_\_\_\_\_ Contact Email \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_ Federal EIN \_\_\_\_\_

Proposal request summary (50 words or less) \_\_\_\_\_

Total estimated number of people aided by this project \_\_\_\_\_

When will your program begin? \_\_\_\_\_ End? \_\_\_\_\_

Is this a new project or an on-going program? \_\_\_\_\_

If the latter, how many years has this program been running? \_\_\_\_\_

If your organization has received a Loudoun Impact Fund grant(s) in the past please add the amounts:

2014 \$ \_\_\_\_\_ 2015 \$ \_\_\_\_\_ 2016 \$ \_\_\_\_\_ 2017 \$ \_\_\_\_\_ 2018 \$ \_\_\_\_\_

What percentage of your board make financial contributions to your organization? \_\_\_\_\_

Does your proposed project align with one or more strategies in the Loudoun County Human Services Strategic Plan? \_\_\_\_ Yes \_\_\_\_ No (Loudoun County HSSP document may be found online [here](#))

If so, which strategy or strategies? (use the three-digit numbering system, for example *1.2.4, 2.4.5, etc.*):

\_\_\_\_\_  
\_\_\_\_\_

# **Loudoun Impact Fund Application PROPOSAL ~ 2019**

Enter proposal text here (no more than four pages total)

# Loudoun Impact Fund Application OUTCOMES FORM ~ 2019

*You should have at least one measurable objective, output, and outcome per activity described in your proposal. Only include outcomes and activities that are directly related to your grant-funded project. Add additional rows if needed.*

**PROJECT TITLE** \_\_\_\_\_

<b>GOAL:</b>				
<b>Activity</b>	<b>Input</b>	<b>Objective</b>	<b>Output</b>	<b>Outcome</b>

# Loudoun Impact Fund Application BUDGET FORM ~ 2019

**Budget PROJECT TITLE** \_\_\_\_\_

Fill in or *change* all line items, providing descriptions for each line item, if necessary.

<b>Expense Items:</b>	<b>Budget</b>
Equipment	
Personnel Costs	
Supplies	
Transportation	
Volunteer time (use the IRS figure of \$24.69 per hour!)	
Other	
<b><i>Total Expenses</i></b>	<b>\$</b>

<b>Income Sources:</b>	<b>Budget</b>
Loudoun Impact Fund Amount Requested	
Volunteer time (to get your budget to balance, it has to show up both as <i>income &amp; expense</i> )	
Other funding source(s) (explain in narrative, if necessary)	
<b><i>Total Income (must equal Total Expenses)</i></b>	<b>\$</b>

\* Be thoughtful about your budget submission. Our advisor grant-makers often spend quite a lot of time scrutinizing your other income sources and project expenses. Your budget should balance. Many of our grant applicants have questions about preparing the budget. Feel free to call Nicole Acosta at (703) 779-3505 X3 to ask questions.

# SAMPLE AND DEFINITIONS

## Loudoun Impact Fund Application OUTCOMES FORM ~ 2019

### Definitions

<b>GOAL:</b> (Overarching aim, generally not specific enough to measure)				
Activity	Input	Objective	Output	Outcome
Very brief description of the activity proposed for funding)	Brief description or list of resources, in addition to funding, needed to complete project	Specific achievements that contribute towards reaching the goal(s). Objectives should be S.M.A.R.T.: Specific, Measurable, Achievable, Relevant, and Time-Bound	Tangible deliverables from the project.	Changes in behavior, attitudes, perceptions, knowledge, skills, and/or behaviors as a result of your project.

### Sample

<b>GOAL:</b> To support and develop Loudoun’s sector of nonprofit professionals through educational programs				
Activity	Input	Objective	Output	Outcome
Nonprofit Academy Workshop	<ul style="list-style-type: none"> <li>• Community Foundation Staff (1)</li> <li>• Loudoun Chamber Staff (1)</li> <li>• Volunteer presenters (4)</li> <li>• Email marketing tool</li> <li>• Classroom space</li> <li>• Materials (copies, refreshments)</li> </ul>	Increase the knowledge and skills of nonprofit professionals through quarterly workshop series focused on nonprofit management.	<ul style="list-style-type: none"> <li>• 4 workshops held during grant period</li> <li>• 100 nonprofit professionals participate in workshops</li> </ul>	90% of workshop participants will report on program evaluation surveys that they have increased their knowledge and skills in nonprofit management as a result of attending a Nonprofit Academy workshop.