

The Eco-Living Fund Application Guidelines

Deadline for Submission of Optional Letter of Inquiry—Friday, March 31, 2017

Deadline for Submission of Full Proposal—Friday, July 14, 2017

The *Eco-Living Fund* is a donor-advised fund based at the Charlottesville Area Community Foundation. The donor to the fund, who wishes to remain anonymous, reviews proposals on an annual basis and makes funding recommendations to the Governing Board of the Charlottesville Area Community Foundation.

The *Eco-Living Fund* supports efforts to steer the daily life habits of people away from environmentally unsustainable practices, and toward zero-footprint or net-positive impact on the natural world. Funded projects:

- 1) are designed not simply to improve the environmental-friendliness or sustainability of a particular building or facility, but rather to permanently change many, many buildings' performance and/or people's daily life habits to be better for the planet; **and**
- 2) have specific, concrete actions which have quantifiable results of people living and/or buildings performing more sustainably; **and**
- 3) are designed, tracked, documented, and reported in ways that they can be showcased to serve as positive change models for other organizations and communities; **and**
- 4) (bonus, particularly encouraged though not required): result in people, businesses or institutions saving money.

Successful proposals will include **all of the first three (3)** of the above characteristics, not just one or two of them.

Among the pool of applications received, winners will be those that have the greatest bang-for-the-buck: the greatest number of people permanently changing their daily life habits, and/or the greatest number of buildings getting their consumption of resources reduced, per grant dollar. Preference will be given to those projects that have quantifiable results, that is, results that can be numerically verified and measured.

Examples of relevant projects include leveraging funds from this grant in ways that result in water or energy systems of numerous houses or buildings being replaced with efficient ones; or that result in people exercising (walk, bike) instead of driving; and/or awareness or education on public policies which would achieve the goals of this fund. These are examples only and do not represent the full scope of grant applications that will be considered.

Grant requests up to \$3,000 will be considered. Applicants must be tax-exempt 501(c)(3) organizations or government agencies. Grants are limited to projects in the CACF service area which includes Charlottesville and counties of Albemarle, Buckingham, Fluvanna, Greene, Louisa, Nelson and Orange.

Applicants are encouraged to submit an *optional* initial 1-page Letter of Inquiry no later than March 31, 2017, if an applicant has question as to whether a project in mind could meet the goals of this fund. The donor will provide feedback and suggestions regarding information to include in the full proposal that **may** increase the possibility of the proposal being funded. This feedback will be provided no later than April 30, 2017. Submitting a Letter of Inquiry **does NOT guarantee, however, that a proposal will be funded.**

The deadline to submit a full proposal for the *Eco-Living Fund* is Friday, July 14, 2017. The required Proposal Cover Sheet and Budget Form is available at www.cacfonline.org . Proposals should be e-mailed as a PDF

file to jsmyth@cacfonline.org . The donor to the Eco Living Fund may request additional information before making final funding decisions.

Applicants should submit an Eco-Living grant cover sheet, a copy of the organization's IRS Tax Determination letter and a proposal up to three pages in length that specifically answers the following questions:

- What is the project being proposed? Provide as many details as possible.
- How will this project bring about **permanent** changes in the daily life habits of people to steer them away from environmentally unsustainable practices and toward zero-footprint or net-positive impacts on the natural world?
- What is (are) the goal(s) of the project? Please make sure that these are concrete, **measurable** goals.
- How will the results be measured and documented?
- How will you publicize this project as a model for others to replicate?
- Within the overall scope of the project, how would Eco Living funds be used? Be specific.

All grant recipients will be asked to document their efforts, including a 1-page summary sheet to serve as models for other communities and organizations to consider following. A report on the project's spending, accomplishments and impact will be required upon its completion.

Questions and inquiries may be addressed to Jan Smyth, Donor Services Manager, at jsmyth@cacfonline.org or 434-296-1024.



The Eco-Living Fund 2017 Proposal Cover Sheet and Budget Form

1. Date: _____

 2. Organization (as stated on IRS Tax Determination letter): _____

Fiscal Agent (if different than organization): _____

Address: _____

Telephone: _____ Website: _____

 3. Contact Person:

Name: _____ Title: _____

Telephone: _____ E-mail: _____

 4. Mission statement of the organization: _____

 5. One-sentence description of the proposed project: _____

 6. Timetable for project: (month/year) _____ to _____ (month/year)

 7. The CACF service area includes Albemarle, Buckingham, Charlottesville, Fluvanna, Greene, Louisa, Nelson and Orange. Please list all city and/or counties served by this project: _____

 8. Grant Report: If our grant is approved and funded, we will submit:
 (1) a final report on the project's spending, accomplishments and impact, and
 (2) a separate 1-page summary sheet ready for publishing, to serve as a model for other communities and organizations to consider following.
The Grant Report will be submitted by the following date: _____
- Signature: _____ Date: _____



Eco Living Fund Budget Form

Total Cost of Project: _____

Amount Requested From Eco Living Fund _____

Please provide all sources of revenue in support *for the proposed project*. Please indicate whether these funds are committed, received or pending.

Revenue Source	Amount	Committed?	Received?	Pending?
Total Revenue				

Please provide a breakdown of anticipated expenses *for the proposed project*.

Expense	Amount



Total Expenses	

You may use an additional page, if needed, to complete this form.