2019 Enriching Communities Guidelines

The Community Foundation invites applications to the Enriching Communities grant track. This grant track is made possible by the generous annual gift of Dorothy Batten to our discretionary grants program. Our goal through this track is to support organizations and programs that aim to improve and enrich our community.

The Community Foundation will consider proposals affecting populations living in any geography within the City of Charlottesville and the Counties of Albemarle, Buckingham, Fluvanna, Greene, Louisa, Orange and Nelson. The program will award grants up to $15,000.

Eligibility Requirements
Applicants must be a 501(c)(3) organization, governmental or religious entity, or fiscally sponsored by a 501(c)(3) organization. Organizations may submit one application per grant cycle, unless the organization is a public school or serving as a fiscal agent for another organization. Please refer to the Enriching Communities Policies for more information regarding applications from fiscal agents, public schools, private or independent schools, and grantees who are seeking a consecutive year of funding.

Enriching Communities Criteria
The Grants Portfolio Committee of the Foundation uses the following criteria when reviewing proposals:

- **ALIGNMENT and TIMING** - The proposed activity is responsive to an opportunity to improve the quality of life in our community. Timing of this effort (circumstances that may significantly improve or limit chances of success) is in alignment with community priorities.
- **CAPACITY** - Leadership and personnel of the organization have skills and experiences to carry out the proposed activities. The organization has the programmatic approach and resources sufficient to conduct the proposed activity. The organization has a balanced budget and can complete the proposed activity with the available internal and external resources
- **IMPACT** – The outputs, outcomes, and impact of the program are clearly outlined, as well as the methods for program evaluation and measuring impact. The impact of the program after the grant period can sustained.
- **ENGAGEMENT** - The organization has included the people most impacted in the creation and design of the program. They are aware of other organizations working on similar or related issues, and, when appropriate for achieving shared goals, has developed partnerships that are contributing to the success of the initiative.
- **FINANCIAL STABILITY** – the organization has a balanced budget and can complete the proposed activity with the available internal and external resources. The organization can justify any budget surplus against the funding amount requested.

How to Apply
Please submit your application through the Foundation's Grants Portal. The application will be available on **July 1**. The deadline to apply is **October 1, 2019**.

Questions addressed in online application:
- Requested amount and organizational budget
- Funding request type, primary impact area of the request, and locale served
- Description of request, proposed goals of the funding request and type of support
- Project timeline and organization budget
- Description of target population, including disaggregated, local data on the demographics of population served
- Description of the current trends and need for the program, including supporting data and explanation of any budget surplus
- Outputs, outcomes, and impact, as well as metrics used to evaluate proposed program
- Description of how the people most impacted are included in the creation and design of the program
- Awareness of other organizations doing similar work and established partnerships
- Other funding sources and description of how the program will be sustained
- Explanation of budget surplus if it exceeds the requested amount

Supporting documentation:
- 501(c)3 determination letter or fiscal sponsor letter
- Organizational information of mission, history, and key programs
- Governing Board and staff list
- Budget for requested funding
- Current and previous fiscal year operating budget
- Additional documentation may include letters of support from partners, photos, and other materials

Evaluation Process

1. The Foundation staff screen applications for initial eligibility.
2. Eligible applications that meet the basic criteria are reviewed, summarized, and initial recommendations made by Foundation staff.
3. Applications are shared with the Grants Portfolio Committee and scored by both Foundation staff and the Committee according to the rubric (which is intended to act as a guide for the Committee's discussion). The applications will be sorted and reviewed by impact area.
4. The Grants Portfolio Committee and Foundation staff meet to discuss applications and recommendations. The Committee will advise on applications needing additional due diligence.
5. Additional due diligence is conducted by Foundation staff.
6. The Grants Portfolio Committee finalize recommendations and select applications they feel will best meet the goals of the grant track.
7. Committee recommendations are approved by the Board, and distributions and grant agreements are finalized by early December.

Confidentiality Clause
It is the policy of the Charlottesville Area Community Foundation that all discussion of the applicant's proposal remains confidential from public discourse during the application process. This policy must be agreed and adhered to by the applicant, board members, review committees, and staff of the Charlottesville Area Community Foundation.

Confidentiality does not negate the Foundation's commitment to transparency. This policy is not intended to prevent disclosure where disclosure is required by law; however, all involved parties are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information. Unauthorized disclosure of confidential or privileged information is a violation of this clause and can possibly delay or hinder the application process.

Next Steps
The Foundation will review all applications and respond to applicants by **December 2019**. Please contact Eboni Bugg, Director of Programs, at (434) 296-1024 or ebugg@cacfonline.org with additional questions.