

## Online Application Questions

The Foundation uses the online application for the Bama Works Fund, Enriching Communities, and the Louisa County Community Fund.

Once you complete the prerequisite questions and choose the grant program you would like to apply to, you will be asked to provide information in response to the following questions:

### Organization Information

1. Organization Name – the system will populate
2. Organization ID – the system will populate
3. Application Party ID – the system will populate
4. Contact Person – the system will populate based on which individual is logged in and applying for the grant.
5. Contact Person Phone
6. Contact Person Email
7. Primary Contact – subtext: Please list the full name and title of the primary contact for your organization. We will use this information to communicate grant decisions and suggest using the Executive Director.
8. Project Name
9. Funding Request Type – Please categorize your request based on the primary use of funds
  - General operations
  - Pilot/new program
  - Capacity building
10. Requested Amount
11. What is the **primary** impact area for the project for which you are seeking funding? (drop down menu)
  - Aging and Seniors
  - Arts and Culture
  - Animal Welfare
  - Child and Youth Development
  - Civic Engagement
  - Education
  - Environment and Sustainability
  - Physical Health and Wellness
  - Mental Health and Substance Abuse
  - Essential Needs (food, shelter, clothing)
  - Transportation
  - Workforce and Economic Development
12. Please indicate what locales you are primarily serving? (you may check multiple boxes)
  - Charlottesville
  - Albemarle
  - Fluvanna
  - Greene
  - Louisa
  - Orange

- Buckingham
- Nelson

### **Funding Request Information**

1. Please summarize your funding request in a clear and concise paragraph (3-4 sentences) and include the following information:
  - a) Primary purpose of the funding request (name of project, general operations, capacity building, etc.)
  - b) Brief description of the need, program and/or project, and the target population
  - c) Description of intended impact of the program and/or project

*The Foundation staff and Grants Portfolio Committee will use this summary to conduct the initial review of your proposal. This summary may also be used to share funding requests with our fundholders.*

2. What current trends, needs, or challenges are you seeing in the community that your program/organization will address? Please use local data to illustrate.
3. Target Population – Please indicate the population(s) that you primarily intend to serve using the requested funding. Please include specific details about the demographics. (1000 characters)
4. Please describe what you would like to support with the requested funding. If you are seeking support for general operations, please describe the specific aspects of your operations that will be covered by the grant funds. If you are seeking support for a new program, identify the specific activities that will take place, who will be involved (staff, key person), how your project will be implemented, and the timeline for completion (Tip: think ‘who, what, when, where, how’) (3000 characters)
5. Total Project Budget
6. Total Organizational Budget per Year
7. Project Start Date
8. Project End Date (**Note: CACF will not fund projects that are already completed or cover expenses that have already been accrued**)

### **Funding Request Narrative**

We are interested in understanding your theory of change. These questions will ask specific details about your target population, planned work (outputs), and your intended results (outcomes and impact).

1. Please describe how you are engaging the people most impacted by your program/organization as partners or co-creators of the program. (2000 characters)
2. Please describe your planned work (outputs) and how you will measure your progress toward each. (3000 characters)
3. What outcomes do you expect to see as a result of this work? Note: outcomes measure the level of learning that occurred as a result of your planned work. (2000 characters)
4. How do you anticipate these outcomes will impact the target population? Note: impact measures the long-term value of the outcomes on the population engaged, or how the outcomes changed the wider community. (2000 characters)

5. Are you aware of other organizations doing this work? If so, please describe why your organization is particularly well positioned to do this work/carry out these goals at this time? (2000 characters)

### **Funding Request Narrative Continued**

1. If your project requires recurring costs (i.e. staff salary), what are your plans to meet these costs beyond this grant period? (2000 characters)
2. If you are launching a new program, how do you plan to cover costs of the program beyond this grant period? Please note any identified sources or opportunities you plan to pursue as well as any revenue streams that are already committed. (2000 characters)
3. If you have a budget surplus that exceeds your organization's funding request, please explain the need for this funding at this time?
4. If you applied for and received funding during the previous cycle of Enriching Communities, please provide an update on the outcomes of your work.
5. Is there any other relevant information not captured elsewhere regarding your organization, program, or project that you believe will help the reviewers understand this proposal? (2000 characters)

### **Sign and Submit (electronically)**

### **Uploading Documentation**

Once you have submitted the narrative portion of your application, you will then be able to upload the required documentation to complete your application. **Please note that you need to upload all required documents in order to submit your application.**

You will be required to submit/upload the following additional documents. We recommend using pdf format for these documents:

- 1. 501(c)3 determination letter OR fiscal sponsor letter** – if you do not have your 501(c)3 status, please provide a letter from your fiscal sponsor indicating that the sponsoring organization agrees to receive a grant distribution on your behalf.
- 2. Organizational information** – one-page description of your organization's mission, history, and key programs.
- 3. List of Governing Board and staff names** – please provide names and titles. Also include professional affiliations for Governing Board members, as well as the Board Chair's contact information.
- 4. Letters of Support** – please provide letters of support from all proposed partners.
- 5. Budget for Requested Funding** – upload a project budget or list of expenses and amounts that will be covered by the requested funding.
- 6. Current Fiscal Year Operating Budget** – provide the operating budget for your organization for the current fiscal year. Include anticipated revenues and expenses. If your organizational entity is part of a larger institution, governmental entity or university, provide your department budget.
- 7. Previous Fiscal Year Operating Budget** – provide the operating budget for your organization for the previous fiscal year. Include actual expenses and revenues.

**Possible additional materials:** The system will prompt you for additional documents, such as a site visit. If they do not apply to your organization, your application will be considered complete without uploading these materials.

