



Giving Opportunities Newsletter

Submission Guidelines

Giving Opportunities is a quarterly publication that allows nonprofits to share current projects or organizational needs. Submissions will be distributed in a newsletter format to fund holders with their quarterly financial statement.

Submission Guidelines:

- Submissions may only be received from nonprofits that have a significant presence in the Foundation service area (Charlottesville, Albemarle, Fluvanna, Greene, Orange, Louisa, Nelson and Buckingham counties) and for projects directed specifically to the Foundation's service area.
- Submissions must be no longer than 150 words. Around 100 words is optimal: less words, more information. They must:
 - clearly and succinctly describe your project/funding request;
 - include a suggested gift amount/range **and** total amount needed to fund the project;
 - timeline for project completion (if known);
 - include contact and website information so that donors may learn more about your organization; and
 - focus on the project request and not the overall mission of the organization.
- Please limit one submission per calendar year. Under limited circumstances, if space allows, you may submit a second request within one calendar year.
- The Foundation reserves the right to edit and format any submitted text.

If you would like to have your project listed in the newsletter, please submit your summary by one of the following dates:

- March 30th
- June 30th
- September 30th
- January 8th

Please submit your entry to Katie Kling, Director of Advancement at kkling@cacfonline.org.

If you have any questions, please contact Katie at 434.220.3473.