

# 2019 Community Grant - Vibrant Places (Capital/Facility Improvement)

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*Hampton Roads Community Foundation*

## Overview

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### **Project Name\***

Name of Project

*Character Limit: 100*

### **Program Area\***

#### Choices

- Cultural Vitality
- Economic Stability
- Educational Success
- Environmental Stewardship
- Health and Wellness

### **Organization Description\***

Briefly describe the history and activities of your organization.

*Character Limit: 750*

### **Description of Project\***

Describe the project for which you seek funding and why it is important to our region.

*Character Limit: 2000*

### **Total Amount Requested\***

*Character Limit: 20*

### **Geographic Area Served\***

Select the location that will benefit from your proposal. Please note the regional options for projects that will affect more than one city/county marked with an asterisk (\*).

#### Choices

- Chesapeake
- South Hampton Roads\*
- Norfolk
- Portsmouth
- Suffolk
- Virginia Beach
- Western Tidewater\*

## Project Description

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### Statement of Need\*

Describe the need your project will address. Please focus your response on the evidence that this project is needed by the community and/or demographic population it will serve.

*Character Limit: 500*

### Foundation Guidelines\*

Describe how your organization's work and the project requested supports the Foundation's Community Grant Guidelines within the program area you identified previously.

*Character Limit: 1000*

### Number Served - Project\*

How many people do you anticipate your project will impact annually? Describe these participants and how their quality of life will be improved as a result.

*Character Limit: 1000*

### Impact on Organizational Goals\*

How will the project improve your organization's ability to meet its goals? How does this project align with your organization's strategic plan?

*Character Limit: 1000*

### Community Support\*

Do you have the support of local neighborhood groups, historic districts, and other groups that may be affected by this project? If so, briefly explain.

*Character Limit: 800*

### Collaboration\*

Describe any collaborative or cooperative agreements between your organization and other organizations for the proposed project. Attach any letter(s) of support or MOU(s) you have to verify this collaboration.

*Character Limit: 750 | File Size Limit: 1 MB*

### Green Building

Highlight any green building practices you have included in your construction plans. For more information on green building, visit [www.usgbc.org/](http://www.usgbc.org/).

*Character Limit: 500*

### Title\*

Who holds, or will hold, the title to the land and/or building? How was the land and/or building acquired?

*Character Limit: 500*

### **Previous Use**

If remodeling an existing building, how was the building used before you acquired it? If building is new construction, describe why only new construction will meet your need. Did you consider using an existing structure?

*Character Limit: 500*

### **Zoning\***

Do you have proper clearance and approvals from zoning and other state and local agencies?

*Character Limit: 150*

## **Organizational Background**

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### **Mission\***

State the organization's mission.

*Character Limit: 500*

### **Target Population\***

Describe the population served by your organization. Please be as specific as possible, including age, race/ethnicity, socio-economic status, and geography if tracked (e.g., low- and moderate-income Hispanic mothers between the ages of 16 and 24 residing in Norfolk).

*Character Limit: 200*

### **Number Served - Organization\***

How many individuals does the organization typically serve annually?.

*Character Limit: 250*

### **Organizational Goals\***

Identify your organization's strategic priorities and indicate the top three to be accomplished in the next 12 months.

*Character Limit: 500*

### **Organization Outcome Measures\***

What measure(s) does the organization use to determine success of its goals?

*Character Limit: 500*

## Financial Information

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### Use of Funds\*

Describe how Foundation funds will be used.

*Character Limit: 750*

### Impact on Organizational Budget\*

Describe how this project will impact your organization's ongoing operating budget (for example, increases in utilities, maintenance costs, mortgage payments, and/or additional staff).

*Character Limit: 750*

### Total Contributions\*

What is the total amount of contributions and pledges raised to date?

*Character Limit: 20*

### Pending Requests\*

List other pending grant requests, the amount requested, and an estimated decision date.

*Character Limit: 750*

## Uploads

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**Please upload the following documents:**

### Project Budget\*

Upload a detailed, itemized project budget that includes revenues and expenses. If you are requesting multi-year funding, please include budgets for each year that funding is requested.

*File Size Limit: 3 MB*

### Renderings\*

Upload renderings of your proposed project.

*File Size Limit: 3 MB*

### Feasibility Study

If a feasibility study was conducted, upload the executive summary of the consultant's report.

*File Size Limit: 2 MB*

### Campaign Materials

**For capital campaign requests only:** Upload any campaign materials or naming opportunities your organization has in relation to your capital campaign.

*File Size Limit: 5 MB*

**Timeline\***

Provide a complete implementation timeline/schedule that includes when fundraising began, the duration of the campaign and when you expect that the actual renovation/construction will conclude. *Type in the space provided or upload an existing document.*

*Character Limit: 750 | File Size Limit: 1 MB*

**Contributors\***

Provide a list of contributors to this project by category (i.e., individual, government, corporate, and foundation) or by giving level. These contributors should be reflected in the revenue portion of the project budget you uploaded above.

*Character Limit: 1000 | File Size Limit: 1 MB*

**Board of Directors\***

Upload a current list of the organization's Board of Directors and their corresponding affiliations (i.e., employer, occupation/expertise, and locality of residence).

*File Size Limit: 1 MB*

**Operating Budget\***

Provide the organization's current operating budget including revenues and expenses.

*File Size Limit: 3 MB*

**Financial Statements\***

Provide the organization's most recent audited financial statements. If you do not have audited statements, please provide the organization's most recently filed IRS Form 990.

*File Size Limit: 5 MB*

**Authorization to Submit**

Thank you for completing this application. You should receive an automatic email confirming successful submission within 10 minutes.

*Please add grantinterface.com to your safe senders list to prevent messages from going to your spam/junk folder.*

**I am authorized by my organization to submit a grant to the Hampton Roads Community Foundation.\***

**Choices**

Yes

No

**ELECTRONIC SIGNATURE\***

Enter your full name, business title, and the date of submission.

*Character Limit: 250*

Sample