Overview
Please speak with a program officer or attend a Drop in Day before proceeding with an application.

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
Project Description

Statement of Need*
Describe the need your project will address. Focus your response on the data that demonstrates this project is needed by the community and/or target 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 individuals or families do you anticipate the project will serve annually? Please provide the number that you plan to serve annually. Then select if that number represents individuals or families based on how your agency collects data.
*Character Limit: 15
*Choices
Families
Individuals

Impact on Organizational Goals*
How does this project align with your organization's strategic plan? How will the project improve your organization's ability to meet its strategic priorities?
*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 formal or informal collaborative or cooperative agreements between your organization and other organizations in the implementation of the proposed project. Attach any letters of support or MOUs you may have to verify formal collaborations.
Green Building
Highlight any green building practices you have included in your construction plans. For more information on green building, visit 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? If you do not own the land and/or building, please outline the relevant terms of your lease (length, expiration date, renewal clauses, etc.).

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

Mission*
State the organization’s mission.

Character Limit: 500

Population Served - Organization*
How many individuals does the organization typically serve annually? Describe the population served by your organization as specifically 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: 500

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

Character Limit: 500
**Diversity, Equity & Inclusion**

Hampton Roads Community Foundation believes that racial equity is essential to the success of our region and its people. We further believe that advancing a more equitable and inclusive community is core to the mission of the Foundation. To that end, the Foundation strives to reflect and promote the diversity of the community in its grantmaking activity.

**Organization Leadership**

Provide the race of your organization's lead executive (CEO or Executive Director). You may select multiple options if applicable.

**Choices**
- American Indian or Alaskan Native
- Asian
- Black or African American
- Pacific Islander
- White
- Other
- Unknown

Provide the ethnicity of your organization's lead executive (CEO or Executive Director).

**Choices**
- Hispanic/Latinx
- Non-Hispanic/Latinx
- Unknown

**Board of Directors**

Provide the number and percentage of your organization's Board of Directors by racial and ethnic category.

*Racial Categories:* American Indian or Alaskan Native, Asian, Black or African American, Pacific Islander, White, Other, Unknown

*Ethnic Categories:* Hispanic/Latinx; Non-Hispanic/Latinx; Unknown

**Character Limit: 500**

**Anticipated Population Served**

Of the clients that you plan to serve in "Number Served - Project" above, what percentage of the clients do you project will be persons of color? What percentage do you anticipate will be Hispanic/Latinx?

**Character Limit: 500**
**Equity Statement**
If your organization has a statement, policy or plan relating to diversity, equity and inclusion, attach a copy of that document.

*File Size Limit: 2 MB*

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**Financial Information**

**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*

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**Uploads**

**Upload the following documents:**

**Project Budget**
Upload a detailed, itemized project budget that includes revenues and expenses.

*File Size Limit: 2 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. If you have multiple documents, scan as one document prior to uploading.
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, including employer if relevant.
File Size Limit: 1 MB

Operating Budget*
Provide the organization's current operating budget including revenues and expenses.
File Size Limit: 2 MB

Financial Statements*
Provide the organization's most recent audited financial statements. If you do not have audited statements, 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