



2008 GRANT GUIDELINES AND APPLICATION

GUIDELINES

Completed grant applications serve as a basis from which grant making decisions and/or recommendations are made by:

- the Distribution Committee, utilizing discretionary funds from unrestricted and field of interest funds
- the BEACH FUND
- various donor advisors from Donor-advised funds

The Distribution Committee reserves the right to award grants in varying amounts. For prior year recipients, proposals submitted by organizations that have not completed a Final Report will not be considered.

Grant application must be:

- typed, using 12 point font and 1” margins
- stapled in upper left hand corner (do not bind or put in a notebook or binder)
- submitted on only one side of each sheet of paper
- mailed or hand delivered (faxed and e-mailed proposals **WILL NOT** be considered)

Proposals must be received by the deadline; NOT postmarked by the deadline.

**PROPOSALS MUST BE RECEIVED AT THE
FOUNDATION OFFICE NOT LATER THAN -
5:00 P.M., THURSDAY, MARCH 6, 2008.**

Office location: 1206 Laskin Road, Suite 200
Mailing address: P.O. Box 4629, Virginia Beach, VA 23454-0629

GRANT APPLICATION:

1. **Complete 2008 Virginia Beach Foundation Grant Application Cover Sheet**
2. **PROPOSAL NARRATIVE (3 pages maximum) – BE CLEAR & CONCISE**
 - **ORGANIZATION OVERVIEW (~ ½ page):**
Brief description of organization; mission and/or vision statement(s); number and composition of full and part-time staff & volunteers; the population served both by the overall organization and project, including numbers and geographical location
 - **PROJECT DESCRIPTION (~ 2 ½ pages):**
Need for the project; project overview; project goals and objectives; collaborative activities; definition of project success; outcomes to be measured including measurement and evaluation procedures/instruments
3. **BUDGET (2-3 pages maximum)**
 - **Current Organizational Budget**
 - **Project Budget & Amount Requested**
 - **Project Budget Narrative -**
(Explanation of line items, if needed, and description of how foundation funds will be used.)

Submit two copies in sets, one of which should include all attachments.

Required Attachments (one set):

- IRS 501(c)(3) Determination letter
- Most current audit report (financial report)
- Most recent IRS Form 990
- Current Financial statement
- Board and Staff Listings
- Evidence of accreditation, licensing, etc. if applicable
- Informational material (optional)