



Virginia Community Foundation Grant Application *

Application
Date: _____
Event
Date: _____
(For VCF Use Only)

I. Applicant Organization

Date _____

Organization Name _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Telephone _____ E-mail _____

IRS Federal ID # _____ Organization Website _____

II. Type of Eligible Entity

- 501(c)(3) Organization
- Public Entity
- Group operating through a 501(c)(3) Fiscal Agent

Fiscal Agent (if applicable):

Organization Name _____

Street Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Telephone _____ E-mail _____

IRS Federal ID # _____ Organization Website _____

* For additional guidance, please see the Foundation's *Grant Policy & Application Process* available by request in hard copy or on our website at www.virginiafoundation.com.

III. **Organizational Background**

Please provide background information about your organization including its mission/ purpose and a brief history.

IV. **Purpose of Request**

Project Title: _____

Please describe the purpose of your request and how it will positively impact the greater Virginia, Minnesota community, including (*use a separate sheet if more room is needed, clearly labeling each response*):

a) Tell us about the project and how the funds will be used.

b) Goals the project will address (i.e. how does the project address your program's needs).

c) Detail the estimated number of people that will be served.

d) Specific activities proposed and a timeline for implementation.

e) How will you recognize the Virginia Community Foundation's support for this project or event?

V. Community Involvement

Please describe ways (if any) that this project includes cooperative or collaborative effort between the applicant and other community entities, utilization of volunteers, or other types of grassroots support.

VI. Evaluation

Please describe how you will evaluate the relative success of the project.
(Final Grant report must be submitted within 30 days of completion of event/project)

VII. Project Budget

FUNDS REQUESTED FROM VIRGINIA COMMUNITY FOUNDATION (VCF)

Budget Item Description	Amount
Total From VCF:	\$

FUNDS FROM OTHER SOURCES

Source	Committed or Pending	In-Kind or Cash	Amount
Total From Other Sources:			\$

TOTAL PROJECT:	\$
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VIII. Sustainability

Has this activity been funded previously by VCF?

- Yes
- No

Please explain your plan for sustaining this project after VCF funds have been expended, including whether the effort only requires one-time support.

IX. Attachments

Please attach the following materials:

- Third-party estimates/bids¹ or other documentation to support the proposed budget.
- Applicant organization or fiscal agent's IRS determination letter (for 501(c)(3) organizations); or Governmental Information Letter (for public entities).
- Complete list of the organization's governing board members.
- Copy of your governing body's resolution authorizing the grant request.
- Letters of support from partners and/or other community organizations (*optional*).

Submit completed applications to:

Virginia Community Foundation, PO Box 559, Virginia, MN 55792

(FINAL ADOPTED 5-21-20)

For Foundation Use Only

Date of Board Consideration: _____

- Approved in the amount of \$ _____
- Declined
- Past Funding _____
- Final Report Received

¹ The Foundation has a stated policy preference for purchases of materials and services to be made from *local businesses* when utilizing VCF grant funds.