2022 Community Grant - Seed & Program Funding

Eligibility Determination

Please confirm your eligibility to apply for a grant. Read the grant guidelines here and the Foundation’s eligibility requirements here. If you have questions about eligibility status, reach out to grants@hamptonroadscf.org. Note that “seed” funding is for piloting new programs and is not for start-up funding for an organization.

If you have not spoken to a program officer, please attend a Drop in Day or talk with a program officer before proceeding with an application.

Choices
- The applicant is a 501(c)(3) nonprofit public charity.
- The nonprofit serves residents of South Hampton Roads.
- The project aligns with the grant guidelines.
- The applicant and project meet the Foundation’s eligibility requirements.

Overview

Project Name*
Name of Project
Character Limit: 100

Program Area*
Choices
- Cultural Vitality
- Economic Stability
- Educational Success
- Environmental Stewardship
- Health and Wellness

Program Area Desired Outcome*
First, choose the same program area you selected above. Then, from the options presented, select the HRCF-desired outcome that best aligns with your project's primary outcome. You will have an opportunity to identify additional outcomes in the questions that follow.

Organization Description*
Briefly describe the history and activities of your organization.
Character Limit: 750
**Description of Project**
Describe the program for which you seek funding and discuss the outcome(s) you hope to achieve.

*Character Limit: 2000*

**Total Amount Requested**

*Character Limit: 20*

**Multi-Year Request**
If you are requesting multi-year funding, provide the amount requested for each year (three-year limit).

*Character Limit: 100*

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

**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*

**Organizational Goals**
Identify your organization's strategic priorities and list the top three to be accomplished in the next 12 months.
**Previous Programs**
Describe the organization's success in previous program delivery with the target population. Include descriptions of previous program objectives, number of individuals served, outcomes observed, and any lessons learned.

*Character Limit: 1000*

**Project Description**

**Statement of Need**
Describe the need your project will address. Focus your response on the data that demonstrate this program is needed by the Hampton Roads community and/or target population it will serve.

*Character Limit: 500*

**Number Served - Total Project**
How many individuals or families do you anticipate the program will serve over the course of the proposed project? Also indicate if that number represents individuals or families based on how your agency collects data. If you are requesting multi-year support, provide the total number that you plan to serve here and the number served by year in the next question.

*Character Limit: 15*

*Choices*
- Families
- Individuals

**Number Served - Annual Count**
If you are requesting multi-year support, provide the number of individuals or families that you anticipate the program will serve each year of the program. (i.e. 20 families in year one, 30 families in year two, 40 families in year three)

*Character Limit: 200*

**Program Recruitment**
Describe your project's plan for participant recruitment. Include where participants will come from, how they will be identified, and any selection criteria you will use.

*Character Limit: 750*
Impact on Organizational Goals*
How will the proposed project improve your organization's ability to meet one or more of the strategic priorities you previously identified to be accomplished in the next 12 months?

*Character Limit: 750

Program Goals & Objectives*
Describe the overall goals and objectives of the project. Describe how and where the program will be delivered. If the project provides services on a virtual platform, describe how your organization will ensure the safety and security of the people served.

*Character Limit: 3500

Program Effectiveness*
Describe the research evidence that the type of program you propose is effective with the target population.

*Character Limit: 750

Program Support*
Do you have the support of groups (i.e., schools, recreation centers, etc.) 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 program. Attach letters of support or MOUs to verify formal collaborations.

*Character Limit: 750 | File Size Limit: 2 MB

Measurement*
Describe your plan for measuring your outcome(s), including the methodology and data collection strategies to be employed. Refer to anticipated outcomes on your program logic model. You will be asked to provide outcomes based on what you submit here in future grant reports if awarded funding.

*Character Limit: 750

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.
In the below questions, by "People of Color" the Foundation is referring to a social identity among and across groups of people who identify as non-White. The term embraces individuals from historically marginalized racial or ethnic groups such as, but not limited to, Native American/Indigenous, Black/African American, Hispanic/Latinx, Middle Eastern, Asian, and Pacific Islander.

**Governing Board***
What number of people on your governing board identify as People of Color? What is the total number of people on your governing board? (Example: 4 of 10 board members identify as People of Color.)
*Character Limit: 50

What percentage of the organization's governing board identifies as People of Color? (example: 40%)*
*Character Limit: 3

**Staff Leadership***
What number of people in your staff leadership identify as People of Color? What is the total number of people included in your staff leadership? (Example: 4 of 10 staff leaders identify as People of Color.) Staff leadership includes staff with the decision-making power regardless of rank or title. If the organization's Lead Executive is both a staff member and on the governing board, only include them in one category.
*Character Limit: 50

What percentage of the organization's staff leadership identifies as People of Color? (example: 40%)*
*Character Limit: 3

**Anticipated Population Served***
Of the clients that you plan to serve in this project (see "Number Served - Total Project" above), what percentage of the anticipated population served do you project will identify as People of Color? (example: 40%)
*Character Limit: 3

**Demographic Data Collection***
How does your organization collect the racial and ethnic data for organizational leadership and population served? Select all that apply. Note: The Foundation strongly encourages using self-identified demographic data.

**Choices**
- Self-Identification: People select their own race/ethnicity. (Guardians may identify for children.)
- Extrapolation: Percentages are assumed based on public information (i.e. school or city-wide data).
- Observation: Racial and ethnic categories are assumed based on observing the person.
- Other
**Additional DEI Information**
The Foundation acknowledges that an organization's commitment to diversity, equity, and inclusion may extend beyond the racial and ethnic information collected above. If you would like to share any additional DEI information with us, please do so here (e.g. other diverse populations served/represented; how the thoughts and needs of participants are included in the development and delivery of your programs; how community voices impact the values and decisions of the organization).

If your organization has a statement, policy or plan relating to DEI, attach a copy of that document. (Standard Equal Opportunity or Anti-Discrimination policies are not necessary to share.)

*Character Limit: 1000 | File Size Limit: 3 MB*

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**Financial Information**

**Use of Funds**
Describe how Foundation funds will be used and over what period of time.

*Character Limit: 1500*

**Total Contributions**
What is the total amount of contributions and pledges for this project raised to date?

*Character Limit: 20*

**Pending Requests**
List other pending grant requests for this project, the amount requested, and an estimated decision date.

*Character Limit: 750*

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**Uploads**

Upload the following documents:

**Program Logic Model**
Complete a Program Logic Model using the form provided and upload it to this application. A sample model is also available. Include the primary HRCF-desired outcome you selected in the first section of this application as well as any additional outcomes your project will seek to achieve.

*File Size Limit: 3 MB*
Project Budget*
Upload a detailed, itemized project budget that includes revenues and expenses. If you are requesting multi-year funding, provide budgets for each year that funding is requested.

File Size Limit: 3 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 financial statements in one of the following formats:

- Audited financial statements (preferred if available)
- IRS Form 990 or 990-EZ (most recently filed version)
- IRS Form 990-N (must be submitted with a balance sheet and profit & loss statement for your most recently completed fiscal year)

File Size Limit: 5 MB

Board of Directors*
Upload a current list of the organization's Board of Directors and their corresponding affiliations. At minimum, include employer, job title or area of expertise, and city of residence.

File Size Limit: 1 MB

Timeline*
Provide a complete program implementation timeline/schedule. 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 of the project budget uploaded above. Type in the space provided or upload an existing document.

Character Limit: 1000 / File Size Limit: 1 MB

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

Choices
Yes
**ELECTRONIC SIGNATURE**

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

*Character Limit: 250*

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

After submission, you should receive an automatic email confirming successful submission within 10 minutes. Critical future correspondence such as requests for additional information, grant agreements, and report reminders will be sent via email from administrator@grantinterface.com.