



NORTHERN PIEDMONT COMMUNITY FOUNDATION

Building the Foundation of Community in Our Region

Grant Guidelines and Policies

The Northern Piedmont Community Foundation (NPCF) conducts a broad based grant-making program which provides vital funding for all aspects of community well being. Resources are concentrated geographically to preserve and enhance the quality of life to residents of Culpeper, Fauquier, Madison and Rappahannock Counties.

Donor Advised Fund Grants

The Northern Piedmont Community Foundation awards funds advised by individuals, families, and corporations. While grants from Donor-Advised Funds are typically initiated by the donor, NPCF's Board of Directors exercises the final discretion and control concerning the expenditure of these funds. Applications are not accepted; a Donor Suggestion Form is completed by the donor.

Scholarships

The Northern Piedmont Community Foundation manages scholarships of which most are designed to assist graduating high school students with college education. However, each scholarship has unique requirements. Many have external applications.

Discretionary County Appeals

As a catalyst in addressing the immediate concerns of the four counties we serve, the Northern Piedmont Community Foundation informs its donors of current community projects so that they may join in resolving strategic needs of the area. At its discretion, the Foundation selects county programs to share with all of its donors in an effort to solve issues facing the Northern Piedmont community.

Although grants are generally made annually, special consideration may be made by the NPCF Board of Directors to interim requests. Questions about this program may be directed to the Executive Director of the Northern Piedmont Community Foundation at 540-349-0631 or npcf@verizon.net. Interested applicants are requested to submit by email, a Letter of Inquiry (LOI), which provides preliminary information on the organization, the goals and objectives of the proposed project, and the county need to be addressed. Grants are awarded in the same manner as Unrestricted Grants.

Unrestricted Grants

While preserving NPCF's flexibility to meet the changing needs and new opportunities in the communities we serve, the following principles serve as a guide to the Foundation's Board of Directors in all its discretionary grant award decisions.

Eligibility and Funding Principles

The Northern Piedmont Community Foundation invites proposals for projects that strengthen the fabric of the counties we serve and reflect the diverse interests of our donors. Such wide ranging programs include those that:

- improve the quality of life for individuals, families and communities, particularly in the areas of basic human needs;
- preserve and increase access to our unique community assets;
- promote broad-based participation in arts and cultural activities;
- improve a student's readiness to learn, and ability to succeed in school and other educational endeavors;
- enhance wellness through community-based organizations;
- encourage environmental preservation and support.

What We *Generally* Don't Fund

- Organizations not tax-exempt under section 501(c)(3) of the Internal Revenue Code
- Individuals
- Fundraising events (such as tickets, raffles, auctions or tournaments), annual fundraising appeals, or agency celebrations
- Ongoing operating support
- Political, fraternal or religious activities
- Endowment
- Existing obligations, debts/liabilities or costs that the agency has already incurred
- Scholarly research
- Scholarships, camper fees, fellowships or travel
- National or international organizations, unless the grant is restricted to benefit Culpeper, Fauquier, Madison, or Rappahannock Counties
- Projects normally the responsibility of government
- Organizations that were awarded discretionary funding from the Foundation the preceding year
- Private primary or secondary schools or academies
- Capital campaign requests

Grants are made on an equal opportunity basis without regard to race, color, religion, sex, marital status, disability, national origin or age. Funds are to be used solely for the purposes stated in your application. Any portion of the grant not used by you in accordance with your proposal must be returned to the Foundation.

How to Apply

The completion of the attached cover sheet must accompany a grant proposal. Proposals must be in a font of at least 12-point size, have reasonable margins and be no longer than 2 pages in length. Before submitting a proposal, organizations are encouraged to call the Executive Director at 540-349-0631 to briefly discuss the proposal, timetable for submission, or circumstances that may warrant expedited consideration. Or, a short letter summarizing the project may be sent in advance to ensure that it fits within the Northern Piedmont Community Foundation's guidelines and funding priorities.

When sending a grant proposal, please enclose **five unbound copies of the proposal and one copy of all supporting documents**. All grant applications must include the following information about the project:

- A description of the specific need and how the need will be met
- Specific information on the number and demographics of those served
- Why the organization is the one to carry out the proposal
- Qualifications of staff members who will work with the grant funds
- Describe the purpose of your request, i.e. operating expense, program, capital campaign, etc.
- Timetable for project
- How the implementation of the project will be evaluated
- Plans for financial support for effective continuation of the project
- Future budgets or pro forma financial statements indicating the future financial impact of the project on the organization
- List of other organizations that provide similar services in your service area

All applicants must include the following **supporting documents** about the organization:

- Number and composition of full and part-time staff and volunteers
- Identification of board members with affiliations or a brief (one paragraph maximum) bio
- Copy of the most recent financial statement--including income statement and balance sheet—prepared by an outside accounting firm, if available
- Copy of the current operating budget
- Copy of the tax-exempt determination letter for the Internal Revenue Service
- Most Current Tax Return 990

Proposals should be mailed to:

Northern Piedmont Community Foundation
P.O. Box 182
Warrenton, Virginia 20188

An appointment should be made if hand-delivering proposals. NPCF's offices are located in BB&T Bank, 21 Main Street, Warrenton, Virginia.

What is Considered?

The Northern Piedmont Community Foundation considers numerous criteria in reviewing grant proposals. For example, does the organization:

- Benefit a meaningful number of people through the project in relation to its cost?
- Assist those whose needs are not met by existing services?
- Promote collaboration among agencies?
- Strive to strengthen or improve agency self-sufficiency or efficiency?
- Evaluate the outcomes of its programs?
- Have experience in providing services to its constituents?

Additional information or visits may be requested during consideration of a proposal.

Typical Grant Size: **\$250-\$5,000**

What are the Deadlines?

The Northern Piedmont Community Foundation considers grant requests once per year. The deadline is a 4:00 p.m. **receipt deadline, not postmark deadline**. If this date falls on a weekend or holiday, the deadline will be 4:00 p.m. on the first working day following the published deadline. We cannot accept grant applications sent by facsimile or email.

<i>Proposal Deadline</i>	<i>Grant Decision</i>	<i>Notification Date</i>
October 15	Third week of December	Third week of January

Grant Follow Up

Grant recipients will be asked to provide follow up report(s), detailing how dollars were expended, any significant difficulty encountered, what the project achieved, and any significant change to the goal of the project.

An unsuccessful application does not reflect the worthiness of a particular project. The Northern Piedmont Community Foundation receives more requests than it can fund. Any agency whose request has been declined is encouraged to contact the NPCF office to discuss specifics.

The Northern Piedmont Community Foundation generally issues a press release about grants immediately after the awards are announced. Organizations are also asked to also provide publicity, which acknowledges NPCF support, after receiving a grant.