

Gordon Thornhill Excellence in Youth Foundation Grant Guidelines and Policies

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

Eligibility and Funding Principles

A Foundation has been set up to honor the memory of C. Gordon Thornhill, Sr. Gordon had a long history in Rappahannock County as the Manager of the Rappahannock County Co-op for forty years of service. The Gordon Thornhill Excellence in Youth Foundation will provide much needed support to nonprofit organizations for sports and agriculture related enrichment projects for the youth of Rappahannock County.

The Community Foundation hopes that over time The Gordon Thornhill Excellence in Youth Foundation will grow with support from others who have a special place in their heart for those who live and work in Rappahannock County. The Gordon Thornhill Excellence in Youth Foundation invites proposals for projects directed toward improving the quality of life of the youth in Rappahannock. Proposals from nonprofits shall include wide-ranging programs that:

- improve the quality of life for youth in Rappahannock County, preferably through athletic and agricultural enrichment programs;
- promote broad-based participation in athletic and agricultural related activities;
- champion programs in sports and agricultural activities with traditional values such as honesty, good manners, discipline, and focus in order to achieve good grades and success;
- improve educational opportunities for youth in athletic, agricultural, wellness, and cultural endeavors;
- enhance health and wellness for youth through community-based organizations;
- encourage the creation, support and preservation of agricultural and athletic programs to benefit youth.

What We *Generally* Don't Fund

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| <ul style="list-style-type: none">➤ 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 | <ul style="list-style-type: none">➤ Scholarly research➤ Scholarships, camper fees, fellowships or travel➤ National or international organizations, unless the grant benefits Rappahannock County➤ Projects normally the responsibility of government➤ Private primary or secondary schools or academies➤ Capital campaign requests |
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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 Foundation requires interested applicants to submit a Grant Application to the Gordon Thornhill Excellence in Youth Foundation. When sending a grant proposal, please enclose **one unbound copies of the proposal and one copy of all supporting documents**. 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.

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:

The Gordon Thornhill Excellence in Youth Foundation
P. O. Box 91, 45 Thornridge Lane
Boston, VA 22713

What is the Deadline?

The Gordon Thornhill Excellence in Youth Foundation Fund 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	December 1	December 31

The Foundation's Response

Grant applications will be reviewed and organizations will be contacted if further information is needed. Grant decisions will be finalized and organizations notified by December 31st.

Grant Reporting:

All recipients are required to send a one page 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 upon completion or one year after grant is awarded, whichever occurs first. Reports should be submitted via e-mail to melanie.tkexports@gmail.com.

An unsuccessful application does not reflect the worthiness of a particular project. The Gordon Thornhill Excellence in Youth Foundation Fund receives more requests than it can fund. Any agency whose request has been declined is encouraged to contact the Foundation to discuss specifics.

The Gordon Thornhill Foundation for Youth Excellence generally issues a press release about grants immediately after the awards are announced. Organizations are also asked to also provide publicity, which acknowledges The Gordon Thornhill Excellence in Youth Foundation Fund support, after receiving a grant. The Foundation would appreciate a notification of your press releases.

The Gordon Thornhill Excellence in Youth Foundation

Mailing Address:
P. O. Box 91, 45 Thornridge Lane
Boston, VA 22713

Application Due Date: October 15th

Email: melanie.tkexports@gmail.com

Gordon Thornhill Excellence in Youth Foundation Application Cover Sheet

Please print clearly or type and attach all application materials with this document.

Organization Information

Organization Name: _____

Mailing Address: _____

Phone: _____ Fax: _____

Website: _____ Year Founded: _____

Executive Director: _____

Primary Contact for Proposal: _____

Title: _____

Email: _____

Provide a brief history of the organization, including purpose, demographics served, and number and qualifications of staff, board members and volunteers:

For Office Use Only

Date Received	Board Meeting Date	Decision Date
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Project Information

Project Title: _____

Brief Project Description--including what need will it address and how will its implementation be evaluated?
(Please attach description if additional space is needed):

Project Funding and Sources

Total Cost of Project: _____ Amount Requested : _____

Timetable for Project: (month/year)_____ - _____ (month/year)

Will there be future financial needs to ensure the continuation of the project? If so, how will this be addressed?

All funding sources for this project:

Funding Source	Total Requested	Date of Expected Decision/Amount Awarded
The Gordon Thornhill Excellence in Youth Foundation	\$	(Submitted herewith)
	\$	
	\$	
	\$	
Total Funding Requested	\$	

Financial Information

Does your organization have an annual outside audit? Yes No If no, please explain:

Signature

Signature of chief staff person is required.

Signature Title Date

Print Name