



# GREATER LYNCHBURG COMMUNITY FOUNDATION

## **Competitive Grant Application Overview**

1. Grants are made to tax-exempt charitable organizations and institutions in our service area that have received a 501(c)(3) classification from the Internal Revenue Service.
2. Consideration will be given to proposals that contribute to the betterment of our service area: the City of Lynchburg and the counties of Amherst, Appomattox, Bedford, and Campbell.
3. Proposals with the potential to achieve significant results with a moderate amount of grant money are most favored by the GLCF Distribution Committee and the GLCF Board of Directors.
4. Needs served are broad in scope and include human services, education, health, the arts and the humanities.
5. Grant decisions are made with our area's unique needs in mind. Resources such as the [Community Health Needs Assessment](#) are reviewed and taken into consideration.
6. Applying organizations will be eligible for one grant within the GLCF's fiscal year (July 1-June 30).
7. The preferred method of grant submission is online. Please visit our website for a link to the grant application platform or to download a paper application.

### **Deadlines**

Fall Cycle Deadline      September 15 by 4:30 p.m.

Sprint Cycle Deadline    March 15 by 4:30 p.m.

*Mailed applications postmarked before the deadline but received  
after the deadline will not be accepted.*

*If the deadline falls on a weekend or holiday,  
the applications are due on the next business day.*

## **Requirements**

### **1. Employer Identification Number (EIN)**

### **2. Amount of Funding Requested**

*Typical grant is \$1,500 - \$15,000*

### **3. Project Starting Date/Ending Date**

*Ideally, within the next 1-12 months*

### **4. Brief Description of Project**

*Limit: 50 words (1-2 sentences)*

### **5. Project Category**

*Arts, Education, Healthy & Independent Living; Historical Preservation; People in Crisis; Strengthening Families; Successful Children*

### **6. Other funding**

*Describe other efforts you have made or will make to secure funding for this project*

### **7. Grant Narrative**

- a) a brief description of the proposed project or program;
- b) a statement of objectives, disposition of the funds, and expected outcome;
- c) a statement of how the project or program addresses critical needs in the community and what geographic area it covers;
- d) the number of individuals affected by the project or program;
- e) results of the project or program if it has been in existence for some time.

### **8. Project Budget**

### **9. Board Listing**

### **10. Financial Information:**

- a) the most recent 12-month fiscal year-end statements to include income and expenses and a year-end balance sheet;
- b) the most recent audit or CPA prepared financial statements (if not available, the most recent Form 990);
- c) the most recent year-to-date income and expenses statement;
- d) the most recent year-to-date balance sheet.

### **11. IRS 501(c)3 letter**

IRS letter indicating that the applying organization or institution is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

### **12. Additional Information:**

- Applicants are encouraged to provide any additional items that may help support the application. Examples include marketing materials, pictures, videos, etc.
- Select up to 10 files to attach.

### **Priority will be given to those grant requests that meet these criteria:**

- Provide innovative responses to community needs
- Are likely to make a difference in the quality of life for a large number of people
- Address prevention as well as treatment
- Help develop self-reliance, character, leadership, and self-esteem
- Promote volunteer involvement in and commitment to community needs
- Help nonprofits manage themselves and their finances more effectively
- Reduce duplication of services and encourage cooperation/collaboration
- Help the disadvantaged

### **Ordinarily, grants will not be made for:**

- Routine operating expenses
- Improvements to buildings or facilities not owned by the nonprofit
- Services primarily supported by tax dollars
- Religious organizations for sectarian or religious purposes
- Reducing previously incurred debts

### **Notification of Grant Status:**

- **Fall Cycle** grant applicants will be notified in December
- **Spring Cycle** grant applicants will be notified in June

### **How to Receive Your Grant Award:**

1. Return the grant acknowledgement form
2. Request (in writing) your grant when you are ready to start your project
3. A check will be mailed from the GLCF to the contact / address listed

### **GLCF Recognition / Acknowledgement:**

- Please include the current GLCF logo in print materials, flyers, social media, etc. promoting the project that was funded by the grant. The logo can be downloaded in various colors and formats at [www.lynchburgfoundation/logo](http://www.lynchburgfoundation/logo).
- Please contact the GLCF office if you would like to schedule a ceremonial check presentation with a photo.

**If your organization is selected to receive a competitive grant, you will be required to sign this Grant Agreement prior to receiving the grant award:**

### **Grant Agreement**

The undersigned hereby agrees to the following grant conditions:

1. To use the funds only for the designated purpose as described in the grant application and subsequent grant notification letter and not for any other purpose without the Foundation's prior written approval. A request for re-direction of any grants funds must be submitted to the Foundation in writing and approval is subject to the Foundation's sole discretion.
2. To notify the Foundation immediately of any change in (a) Grantee's legal or tax status, (b) Grantee's executive or key staff responsible for achieving the grant purposes, and (c) Grantee's ability to expend the grant for the intended purpose.
3. To maintain books and records adequate to demonstrate that the grant funds were used for the purpose for which the grant is made, and to maintain records of expenditures adequate to identify the purposes for which, and manner in which, grant funds have been expended.
4. To give the Foundation, at its request, reasonable access to the grantee's files and records for the purpose of making such financial audits, verifications, and investigations as it deems necessary concerning the grant, and to maintain such files and records for a period of at least four years after completion or termination of the project.
5. To return to the Foundation any unexpended funds or any portion of the grant that is not used for the purposes specified herein within a reasonable time period.
6. To allow the Foundation, at its request, to review and approve the content of any proposed publicity concerning this grant prior to its release and to recognize the Foundation in all publicity materials related to the funded project or program, as specified in the grant notification letter.
7. To allow the Foundation to include information about this grant in the Foundation's periodic public reports, newsletter, news releases, social media postings, and on the Foundation's website. This includes the amount and purpose of the grant, any photographs you have provided, your logo or trademark, and other information and materials about your organization and its activities.
8. To submit a written report summarizing the project promptly following the end of the period during which you are to use all grant funds and to submit any interim reports the Foundation may require. Your reports should describe your progress in achieving the purposes of the grant and include a detailed accounting of the use and expenditure of grant funds.

The Foundation reserves the right to discontinue, modify or withhold any payments under this grant award or to require a total or partial refund of any grant funds if, in the Foundation's sole discretion, such action is necessary: (a) because you have not fully complied with the terms and conditions of this grant; (b) to protect the purpose and objectives of the grant or any other charitable activities of the Foundation; or (c) to comply with the requirements of any law or regulation applicable to you, the Foundation, or this grant.

**If your organization is selected to receive a grant, you will be required to complete the following within one year of receiving a GLCF grant:**

**Summary of Program Outcomes**

Agency: \_\_\_\_\_

Dates of Project: Start Date \_\_\_/\_\_\_/\_\_\_ End Date \_\_\_/\_\_\_/\_\_\_

Name of Project: \_\_\_\_\_

\_\_\_\_\_

Amount Awarded: \$ \_\_\_\_\_

List program goals:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Accomplishments of program:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List the direct benefits to clients:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of clients served by the program: \_\_\_\_\_

Briefly describe how the funds were directly utilized for the project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Methods used to make the public aware of the grant and its impact:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMPETITIVE CYCLE DURING WHICH THE GRANT WAS AWARDED:** \_\_\_\_\_

Please complete and submit this report within one year of receiving your grant.

Completed reports may be sent to:  
Cheryl Hall, [chall@lynchburgfoundation.org](mailto:chall@lynchburgfoundation.org)

**Questions?**

Please contact our office at 434-845-6500 or [info@lynchburgfoundation.org](mailto:info@lynchburgfoundation.org).