



Greater Lynchburg Community Foundation

1100 Commerce Street, Lynchburg, VA 24504 · (434) 845-6500 · Fax (434) 845-6530
www.lynchburgfoundation.org

Grant Application Procedure

All grants are made on the condition that the funds will be used only for the purposes for which they were provided. Grants may be submitted electronically on our website or in paper format. If you are applying in paper format, please submit 10 complete application packages.

Each grant application should include the following:

1. Completed Information Sheet for Grant Applicants.
(Available at the Community Foundation office and on the website:
www.lynchburgfoundation.org)
2. A grant narrative to include:
 - a brief description of the proposed project or program;
 - a statement of objectives, disposition of the funds, and expected outcome;
 - a project or program budget;
 - a statement of how the project or program addresses critical needs in the community and what geographic area it covers;
 - the number of individuals affected by the project or program;
 - results of the project or program if it has been in existence for some time.
3. List of Board Members.
4. Your most recent and complete financial information, to include:
 - the most recent 12-month fiscal year-end statements to include receipts and disbursements and year-end balance sheet;
 - the most recent audit or CPA prepared financial statements (if not available, the most recent Form 990);
 - the most recent year-to-date receipts and disbursements statement or spreadsheet;
 - the most recent year-to-date balance sheet.
5. IRS letter indicating that the applying organization or institution is exempt from taxation under Section 501(c)(3) of the Internal Revenue Code.

Each of the above requirements must be addressed. Please call the Greater Lynchburg Community Foundation office with questions.

FORWARD APPLICATIONS TO:
Greater Lynchburg Community Foundation
1100 Commerce Street
Lynchburg, VA 24504