



# Greater Lynchburg Community Foundation

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

## YOUTH SERVICE AWARD

To be awarded to an organization that includes service to youth and/or children in its programs. The selection committee consists of Youth Citizenship Award recipients from the senior classes of public schools in Amherst, Appomattox, Bedford, and Campbell Counties and the City of Lynchburg. Assisting them will be members of the Youth Advisory Committee of the Greater Lynchburg Community Foundation.

### APPLICATION PROCEDURE

Requests should be submitted on the organization's letterhead and signed by its chief executive officer on behalf of the governing board. The following information must be included.

**Ten** complete sets of the following items (for the adult advisors):

1. Information Sheet for Grant Applicants.
2. Brief description of the organization's purpose, history, and accomplishments (one typewritten page).
3. List of current programs, including the geographic area and people being served, especially in reference to infants, young children and teenagers.
4. Future goals. Explain how you would use a special grant of \$10,000, or a special grant for \$5,000 (one typewritten page).
5. List of Board of Directors and staff.
6. Copy of current year's budget.
7. Copy of most recent audit.
8. Evidence of 501 (c)(3) status.

**Twenty-two** complete sets of the following items (for our students):

1. Information Sheet for Grant Applicants (available at the Community Foundation office and on the website: [www.lynchburgfoundation.org](http://www.lynchburgfoundation.org)).
2. Brief description of the organization's purpose, history, and accomplishments (one typewritten page).
3. List of current programs, including the geographic area and people being served, especially in reference to infants, young children and teenagers.
4. Future goals. Explain how you would use a special grant (one typewritten page).

**Application deadline: November 15.** A member of the committee may schedule a site visit. Award Decision Date: Spring.

Applications for the Youth Service Award mailed or hand-delivered and **should be received in the Community Foundation office by 4:30 p.m. on November 15.**

If you have questions, please call the Community Foundation office @ 434-845-6500.

Note: Beginning 2011, agencies that receive a grant from the Youth Philanthropy Program are not eligible to apply for two subsequent years.