



Nonprofit Facilities Community Grant Cover Sheet

You are strongly encouraged to call one of our program officers *before* submitting a full proposal. Proposals are due to be received in our office by **January 15**.

Proposal Contact Information

Organization Name:

EIN:

Address:

City, State, Zip Code:

Contact Person:

Title:

Phone Number:

E-mail Address:

If you would like to receive the Grant Seeker Gazette, a monthly e-newsletter providing updates on Foundation grant deadlines and events, please visit our website at www.hamptonroadscf.org.

Basic Project Information

Which of the Foundation's areas of interest does your organization primarily support?

- Environment Education
 Arts and Culture Health and Human Services

Amount of grant request from the Hampton Roads Community Foundation:

Total project budget:

Project time line:

Alison J. and Ella W. Parsons Fund

Your capital campaign or capital project request will also be considered by the advisory committee of the Alison J. and Ella W. Parsons Fund at one of its regularly schedule meetings.

The executive director or chair of your board of directors must sign this application.

Signature

Title

Print Name

Date



Narrative

In no more than four pages, please provide the following information:

I. Organizational Background (To be completed by all applicants)

- Briefly describe the mission, activities and history of your organization. Please include information on your organization's number served, client demographics and any organization-level outcome measures.
- What are the three most important goals your organization hopes to accomplish over the next 12 months?
- Describe the project and how it will improve your organization's ability to meet its goals and how the quality of life will be improved as a result.
- Describe how your organization's work and the project requested supports the Foundation's stated priorities within the appropriate program area.

II. Grant Description (Complete the applicable section for your request.)

- Please highlight any green building practices you have included in your construction plans. For more information on green building, visit <http://www.usgbc.org/>.
- Please describe who holds, or will hold, title to the land and/or building. How was the land and/or building acquired?
- If remodeling an existing building, how was the building used before you acquired it?
- If building new construction, describe why only new construction will meet your need. Did you consider using an existing structure?
- Do you have proper clearance and approvals from zoning and other state and local groups?
- Do you have the support of local neighborhood groups, historic districts and other groups that may be affected by this project?
- Describe how funds from the Foundation (and/or The Parsons Fund) will be used.
- Describe the impact this project will have on your organization's ongoing operating budget, such as any increases in utilities, maintenance costs, mortgage payments, and/or additional staff.
- Include a project timeline that details when fundraising began, the duration of the campaign and when you expect that the actual renovation/construction will conclude.
- If a feasibility study was conducted, attach the executive summary of the consultant's report.

III. Attachments

- A detailed, itemized project budget that includes revenues and expenses.
- A list of contributors to this project by category (i.e. individual, government, corporate and foundation) or by giving level and the total amount of contributions and pledges raised.
- A list of other pending grant requests, the amount requested and an estimated decision date.
- Board of directors list with mailing addresses and professional or civic affiliation
- Most recent audited financial statements
- Current operating budget, including revenues and expenses

Mail original and one copy of all materials to:

The Hampton Roads Community Foundation
Attention: Community Grant Program
101 W. Main Street, Ste. 4500
Norfolk, VA 23510

