 Community Foundation of the Virginias, Inc.

Grant Guidelines

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**Please Read Carefully**

1. Annual Grants Period: The period for accepting Grant Applications is April 1 through the last business day of June. Applications received after, or not postmarked on or before the published deadline, will not be eligible for consideration for the current grant cycle.
2. Grant Categories: Applications may be submitted in any of four categories:
	1. Education
	2. Health
	3. Human Services
	4. Arts and Humanities
3. Eligibility: To be eligible for a grant from Community Foundation of the Virginias, Inc., applicants must be a non-profit tax-exempt organization under section 501(c)(3) of the Internal Revenue Code or other non-profit as defined by section 501(c),or must be a public institution, and be located in or serve counties or cities/towns in the Community Foundation of the Virginias, Inc. service area. Applicants must agree to acknowledge the support of the Community Foundation of the Virginias, Inc. for their project, if their application is approved for grant funding.
4. Procedure: All Grant Applications, as well as recommendations from Donor-Advised Fund Advisory Committees, will be reviewed by staff to determine if the applicants or recommended recipients are qualified, and those that are qualified will be forwarded to the Grants Committee for review. The recommendations of the Grants Committee will be forwarded to the Board of Directors for action at its September meeting. The Board of Directors shall have final authority for approval of Grant Awards.
5. The Foundation does not generally make grants in support of:
	1. Individuals (salaries, stipends, etc.)
	2. Annual campaigns, endorsement of membership drives, student aid, fellowships, or travel
	3. Ongoing operating expenses or deficit financing for the tax-exempt organization.
	4. Private schools or hospitals
	5. Sectarian religious programs, political purposes, or lobbying
	6. National health and welfare organizations
6. Other Factors:
	1. Consideration for funding will **not** be given to large projects unless substantial financial support is already in place.
	2. All printed materials and/or press releases associated with grants awarded by the Community Foundation of the Virginias **MUST** acknowledge the name of the Fund(s) from which the award was made, and the Community Foundation of the Virginias, Inc., accompanied by the Foundation logo, if possible.
7. Disqualification: Grant applications received after the deadline or incomplete applications will not be considered for the current grant cycle.
8. Recipients Certification: Recipients are required to sign a Certification Letter and submit detailed fund expenditure reports to the Community Foundation of the Virginias, Inc. Grantees are further required to submit a final report to the Community Foundation upon completion of the funded project as set forth in the Certification Letter.
9. Forfeiture of Grant Award:
	1. Grant Recipients from the Community Foundation of the Virginias, Inc. must request funds in writing and implement or complete the project within six months of the date of the Award Letter or the Award will be forfeited, unless a written request for an extension is submitted and approved by the Foundation prior to the six-month deadline.
	2. Grant recipients must not request funds until they are needed for the purposes stated in the Application.
	3. Grants awarded for projects abandoned by the grantee will be forfeited.
	4. Funds granted for a specific project may not be used for a different project, and must be returned to the Foundation.
10. Conflict of Interest and Self-dealing: Committee Members who have a conflict of interest because of their involvement with a grant applicant shall so state prior to discussing and/or voting on said application and shall not participate in deliberations, vote on such application or attempt to influence the Committee’s decision.
11. Signed applications and direct questions must be submitted to:

Community Foundation of the Virginias, Inc.

P. O. Box 4127

Bluefield, WV 24701

Phone: 304-324-0222 ~ Email: admin@cfvinc.org ~ Web Address: www.cfvinc.org

*Revised 2/14/24*