



Application for Support/Grant

Request for grants and organization support must be submitted prior to February 1 to be considered for the upcoming fiscal year.

Grants are approved during the budget process and approved by majority vote of Town Council.

Return proposals to: Town of Christiansburg, 100 E. Main St., Christiansburg, VA 24073, ATTN: Director of Finance Valerie Tweedie, CPA or scan and email to vtweedie@christiansburg.org.

The Town of Christiansburg is unable to consider, but not limited to, donations for the following:

- National initiatives
- Individuals seeking scholarships, fellowships, or sponsors for a particular cause
- Individual K-12 schools
- Political, labor or fraternal activities
- Organizations other than 501 (c) (3) nonprofits, governmental or tribal entities
- Salaries and wages.

Application

Your submission must include ALL of the requested information in sections one through five as follows or the request will NOT be considered. Capital building improvements must include section 6.

Section 1: Entity information, amount of request, signed agreement. (Below)

Section 2: Proof of 501c 3 status and most recent copy of form 990 or postcard filing. Charter or corporation status of governmental agency.

Section 3: Amount of funding for prior five years from the Town and explanation of how funds were used.

Section 4: Narrative of program and questions as presented.

Section 5: Match requirement cash or in-kind.

Section 6: Property ownership record for capital building improvement funds only.

Grant Match Requirement

All grant recipients must provide either a cash match from fundraising efforts OR an in kind match of volunteer hours. Each volunteer hour equals \$20 of cash match. For example, a \$1000 award will require 50 volunteer hours. Cash match may come from state or federal grants, fundraising efforts, or other non-committed funds on hand. For example if you have a state award of \$5000 and need a match for that grant of \$1000 that award will serve as the cash match. The cash match is dollar for dollar. If you are requesting \$1000, you must provide \$1000 of cash match.

Capital Improvement Funds

Funds requested for capital building improvements may be provided only if the following terms are met:

- Organization owns the property to be improved (*this does not apply to properties that are on the National Historic Register and or the Virginia Landmarks Register*)
- Organization will allow Town to use the property at least once annually at no cost
- Organization must have building or street signage displaying organization name and hours of operation.

Reporting & Disbursement of Funds

The financial report at the end of this document must be submitted before funds will be disbursed and must be filed no later than **May 15** of the fiscal in which the grant was awarded. If the funds were awarded for the current fiscal year, then the report is due by May 15 of that year. Reports received after this date will not be funded.

Supporting documents such as invoices or log of volunteer hours **must** be provided with the report to demonstrate compliance with the match requirement and substantiation of the use of funds.



Application for Support/Grant Section 1

Name of Organization _____
Important: Unless you are a governmental unit, a qualified church, or an entity covered by a group exemption, your name must be the same as on the IRS determination letter or you must submit documentation of your name change and notification to the IRS of that change.

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____ Email _____

Date Established ____ / ____ / _____ Federal Tax ID _____

Chief Executive Officer _____ Phone _____

Chief Financial Officer _____ Phone _____

Donation Contact Person _____ Phone _____

This organization is: (check one)

- an exempt IRC Section 501 (c) (3) organization and has been classified as a public charity described in IRC Section 509(a) (1), (2) or (3).
- an exempt operating foundation described in IRC Section 4940 (d) (2).
- a qualified church and therefore does not have a 501 (c) (3) letter from the IRC. (Other documentation of this status is attached.)
- an exempt operating foundation described in IRC Section 4940 (d) (2).
- a governmental agency, or political subdivision of the Commonwealth of Virginia.
- other. Please explain _____

About the Project or Program to be Funded

Organization Name _____

Title _____

Amount Requested \$ _____ Number of Members Served _____

Match is Cash Amount of \$ _____ Match is a State or Federal Grant in Amount of \$ _____

Match is from Fundraising in Amount of \$ _____ Match is from Other Cash Funds, Explain _____

Number of Christiansburg Residents Expected to be Served _____ Match is In Kind _____

Number of Volunteer Hours to be Provided _____

Have you received grant funds from the Town in prior years? Yes No (if yes, complete Section 3)

Brief Description of the Project or Program _____



Application for Support/Grant Section 1

Agreement

1. All information is true and correct to the best of my knowledge.
2. A policy of non-discrimination will be followed in all matters of employment, volunteer opportunities and the delivery of programs and services.
3. The donation, if made, will be used for the purposes described in this proposal.
4. Any change in tax exemption or inability to complete the project as proposed will be reported to the Town of Christiansburg in a timely manner.
5. If the above conditions are not met, unexpended donation money will be returned to the Town of Christiansburg immediately upon a written request.
6. Final report and request for funds will be filed no later than May 15th.
7. The applying organization hereby accepts and agrees to the terms and conditions of this agreement as outlined above and will submit all documents requested to meet the match requirement and expenditure of funds
8. I understand that the funds may not be used to fund personnel salaries or wages.

Signature

_____/_____/_____
Date

Printed Name

Title

Signature

_____/_____/_____
Date

Printed Name

Title



Application for Support/Grant Section 2

Attach copies of proof of entity status.

AND

If 501(c)(3), attach copy of last 990 and/or postcard filing.

Application for Support/Grant Section 3

Previous Funding

We have NOT received funds from the Town of Christiansburg in the past 5 years.

If the Town of Christiansburg donated to your organization in the past 5 fiscal years, provide the amount provided in each year and brief description of how funds were used and attach a copy of the last fiscal year financial statements, preferably audited financial statements for the last fiscal year.

Fiscal Year	Amount	Use of Funds
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____



Application for Support/Grant

Section 4

1. What is the mission of your organization? _____

2. What is the community need to be met and how will this grant help meet that need? _____

3. Why is your organization best suited to meet this need? _____

4. What geographic area does this program serve? _____

5. How many recipients in this area will be served? _____

6. How many residents of Christiansburg will be served? _____

7. How will you measure the effectiveness of this program? _____

You must answer ALL of the above questions. You may provide additional narrative of your project or program here. For example, what is the program or project intended to accomplish, what are the benefits to the community and what activities will lead to the desired outcome. _____



Application for Support/Grant Section 5

Cash Match

Please provide information about how you will meet the cash match requirement.

In-Kind Match

Please provide information about your volunteers (number of hours previously donated), and how you intend to use volunteers to meet the needs of this grant requirement.

Application for Support/Grant Section 6

Attach property ownership records (for capital building improvement funds only).



Application for Support/Grant

Request for Disbursement of Funds and Final Grant Report

Funded Project _____

Organization Name _____

Title _____

Amount Awarded \$ _____ Number of Members Served _____

Match is Cash Amount of \$ _____ Match is a State or Federal Grant in Amount of \$ _____

Match is from Fundraising in Amount of \$ _____ Match is from Other Cash Funds, Explain _____

Number of Christiansburg Residents Served _____ Match is In Kind _____

Number of Volunteer Hours Provided _____

Attach:

- Volunteer Log.
- Invoices and receipts for goods and services paid with cash match and grant proceeds.

Period of Grant Award _____ Filing Date of this Report ____ / ____ / ____

All information is true and correct to the best of my knowledge. We have provided the cash match or in-kind match as outlined above and on the attached documents. A policy of non-discrimination has been followed in all matters of employment, volunteer opportunities and the delivery of programs and services. The funds have been used for the purpose specified in the application. I understand that the Town may request additional documentation of expenditures or volunteer hours as needed to support this disbursement request. Failure to provide that documentation will result in the withdrawal of the award. There has been no change in our tax exempt or legal status as an organization. Failure to provide this report by the filing deadline may result in the forfeiture of these funds.

 Signature

____ / ____ / ____
 Date

 Printed Name

 Title