



# Community Investment Grant Application

2020/2021 Funding Cycle

## 1. Organization Information

### Organization Name

### Organization Mailing Address

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

### Organization Telephone Number

Area Code Phone Number

### Website Address

## **Number of Full-Time Employees**

For full Organization

## **Number of Part-Time Employees**

for full Organization

## **Number of Volunteers**

for full Organization

## **Federal Employer Identification #**

## **Total Operating Budget**

for full Organization

## **Your Organization's Fiscal Year**

i.e. July 1 - June 30

## **2. Contact Information**

### **Executive Director/CEO**

First Name      Last Name

### **Executive Director/CEO Email Address**

example@example.com

### **Grant Contact, if different from above**

Last Name

First Name

### **Grant Contact Email Address**

example@example.com

## **3. Program Information**

Specific Program for which funds are being requested

### **Program Name**

### **Total Program Budget**

This is NOT your full organizational budget

### **Amount of Grant Request**

### **Number of Full-Time Employees**

for this Program ONLY

### **Number of Part-Time Employees**

for this Program ONLY

### **Number of Volunteers**

for this Program ONLY

## 4. VCUW Funding Priority Area

In regards to your PROGRAM/PROJECT, not organizational

Education

Financial Stability

Health

### Program Narrative

#### P1. Program Summary

**Describe how your Program supports your organization's mission.**

Include a brief description of your organization and its mission.

**Describe how your Program meets the United Way's funding priority chosen above.**

#### P2. Community Need & Implementation

**Describe who will be served by your program. Include demographics and data about the targeted**

**population group.**

**Discuss collaborations, if any, with other community organizations.**

**How is the program implemented? Include start and end dates for the program cycle.**

### **P3. Funding Narrative**

This is supplemental to the budget worksheets.

**How will the requested funds be used?**

**Describe any additional funding needed and anticipated funding sources.**

**If you are not 100% funded, how will your program continue? Will any part of the program be cut? If so, what part will be cut and what will be maintained? How will this impact your projected outcomes and units?**

**How will the program be sustained in the future?**

## **P4. Evaluation**

**What is the expected measurable impact of the project?**

**What outcomes (changes caused by the program) will classify the program a success?**

**What tools will be used to evaluate the program?**

**If this is an ongoing program, please share your data on the impact (outcomes) within the last year.**

This is NOT the program success story. This section is for data.

**Please share a success story.**

Specific to the Program/Project for which funding is requested.

## **P5. Program Service Statistics**

Complete the P5 - Stats and Unit Cost tab in the 20-21 Applicant Financial Data Workbook. The Workbook will be submitted according to the Application Instructions.

## **Budget**

## **B1. Program Budget**

Complete the B1-Program Budget tab in the 20-21 Applicant Financial Data Workbook. Check for special instructions for this tab in the Application Instructions, noting this tab is for the Program only. The Workbook will be submitted according to the Application Instructions.

## **B2. Organizational Budget**

Complete the B2-Org Budget tab in the 20-21 Applicant Financial Data Workbook. Check for special instructions for this tab in the Application Instructions, noting this tab should be reflective of the entire organization. The Workbook will be submitted according to the Application Instructions.

## **B3. Historical Financial Information & Overhead**

Complete the B3-Org Historical & Overhead tab in the 20-21 Applicant Financial Data Workbook. Check for special instructions for this tab in the Application Instructions, noting this tab should be reflective of the entire organization. The Workbook will be submitted according to the Application Instructions.

## **Attachments**

Submit all attachments according to Application Instructions

### **A1. Signature Page**

The SCANNED Signature Page authorizing submission of the grant. Must be signed by your organization's Executive Director/CEO AND the Board President/Chair.

### **A2. Audit**

Most recent organization audit and management letter

### **A3. 990**

Immediate prior year IRS Form 990, include all sections of the document.

### **A4. Board Roster**



Names and business affiliation of your organization's governing Board of Directors; identify officers and terms.

Thank you for completing the Grant Application. Please submit, along with Budget Worksheets and Attachments, according to Application Instructions.