



Cville Gives

Cville Gives is a giving circle comprised of community-minded professionals who pool their charitable dollars into a fund and decide annually as a group which local nonprofits to support. For our third year, Cville Gives is excited to have approximately \$10,000 to grant.

About the Cville Gives Grantmaking Program

Cville Gives seeks to respond to nonprofits or governmental organizations seeking **programmatic, capital, capacity building (improving organizational effectiveness), or general operating support** to benefit the citizens of the City of Charlottesville or Albemarle County as relates to **affordable housing** this year.

Cville Gives has formed a Grants Committee who will review proposals and recommend a slate of finalists to the full Cville Gives membership. The membership may choose to grant one large grant or to provide smaller grants to multiple organizations. Additionally, the membership may opt to partially or fully fund requests based on the quality of proposals.

This year's theme is **Food Insecurity** - grant proposals that relate to this theme have a much higher chance of being selected.

How to Apply

Cville Gives requires an application addressed to the membership of the group. **The application deadline is Wednesday, January 16, 2019.** Applications must be submitted via email in one PDF document to cvillegives@gmail.com.

Application procedures

In no more than three (3) pages, please share with us the following **(be sure to note which question you are answering so that we can clearly read your proposal)**:

1. In 100 words or fewer, provide a summary description of the overall mission of your organization, the proposed activity (including the dollar amount sought), and an indication of how the proposed activity fits into your organization's overall operations.
2. Identify how your request will address the need(s) of your organization and let us know how the grant will improve the conditions of your target population and how your request fits this year's theme of Food Insecurity.
3. Describe the need(s) to be met and the goals and objectives for the proposed project or program. Include the number of individuals to be served and frequency of service.
4. Describe your plans for measuring outcomes of the project and impacts on the populations targeted.



5. Describe your organization's plans for sustaining the project beyond the one year of Cville Gives funding.
6. Explain how your organization would use partial funding in the event that Cville Gives chooses to provide partial funding instead. Let us know if there is a funding amount below which your project would not be feasible and explain why.
7. Provide a *brief* description of the organization's mission, history, and the programmatic, demographic, and geographic scope of its activities.

In addition, please include:

- A completed cover letter that includes all contact information Cville Gives might need for follow-up on your proposal
- A one-page project budget that includes the following:
 - All direct project-related expenses including applicable salaries/wages/payroll taxes, professional fees, travel, equipment, supplies, training, printing & copying, telephone, postage, rent/utilities and in-kind expenses.
 - All project-related income including your Cville Gives grant request amount, other anticipated or committed funding sources, membership income, fundraising events and in-kind support. Please note whether each funding request is planned, pending, or committed.
 - Your expected income should equal your total project expenses.
 - **Please note that funding is focused on the City of Charlottesville and Albemarle County. All requests must serve predominantly the Charlottesville and Albemarle communities. Please indicate if your project will serve beyond this region and to what extent.**
- Latest IRS 990 financial statement (audited if available).
- A copy of your 501(c)3 tax-exempt letter as issued by the Internal Revenue Service. If your organization is under the fiscal sponsorship of another eligible organization, please submit a copy of the sponsor's 501(c)3 tax-exempt letter and note that fiscal sponsorship in your cover letter.

The cover letter, one page budget, financial statement, and tax-exempt letter will be *in addition to* the three-page narrative.

Evaluation Timeline

Cville Gives will acknowledge receipt of your application by email. Applications will be reviewed by the Cville Gives membership in February 2019, and organizations will be contacted by a member of the Cville Gives leadership team (listed below) if further information is needed or a site visit is requested.



The Cville Gives Grants Committee intends to narrow the pool of proposals to approximately six (6) semi-finalists. Semi-finalists will be asked to make a brief presentation (which will be recorded or live-streamed) for the consideration of the full Cville Gives membership in February and March prior to the final vote. In consideration of their status, semi-finalists will be asked to confirm their willingness to participate in our April 2019 community-wide event, even if they are not ultimately selected as a grantee. Cville Gives envisions the April 2019 event to be an opportunity to showcase the work of nonprofits in our community beyond just our grantee(s) and raise additional funds for finalists beyond this year's grant awardee. To that end, Cville Gives will structure the event to award the main grant voted upon by our members while raising audience contributions for all selected finalists to increase the community's recognition of their mission, and for community members to easily become supporters. Grant decisions will be finalized and organizations notified in April 2019, prior to the community-wide event.

Grant Reporting

Grant recipients will report on their projects at our kick-off celebration for the next annual cycle in the fall of 2019.

Questions about this grantmaking program or the application may be directed to Matthew Terry and Nicole Hark, at cvillegives@gmail.com. All questions must be received by **December 15, 2018**. We will publish a Q&A to respond to all questions, which will be posted on the Cville Gives website by December 20, 2018.

To learn more about Cville Gives please visit <http://www.cvillegives.org>.