

# Portsmouth Virginia Grantmakers Common Grant Proposal Guidelines

*Portsmouth General Hospital Foundation, Beazley Foundation, Inc., and Southeast Virginia Community Foundation have agreed upon the following common guidelines. Applicants should check the grantmaking policy or contact the specific foundation before submitting the proposal to any of the Portsmouth grantmakers. An application submitted to one foundation does not constitute a request to all foundations nor does the approval or denial by one foundation ensure approval or denial by any of the other foundations.*

I. Cover letter signed by an officer (President, Dean, Executive Director). **One Page Format Instructions:** Please use Times New Roman, font size 12, and block style on entire proposal (if possible). We accept proposal submissions via email; however, the proposal must be sent as one document (i.e., one attachment), and allow “enable editing”. **Do not** include the Federal Tax 990 or Audited Financial Statements, unless requested.

II. **Organizational Information.** *Not to exceed two pages* Include the following:

- A. Organization's Name. If this is a collaborative application, list the fiscal agent.
- B. Address
- C. Telephone Number
- D. Fax Number
- E. Email Address
- F. Contact person and title if other than the officer signing letter.
- G. Proposal Abstract: An abstract of the project to include title and description.  
*Not to exceed one page (See “sample” Proposal Abstract for PGHF only)*

H. Budget Summary for this Proposal

1. Amount of Request to PGHF	\$ _____
2. Amount of Other Confirmed Requests	\$ _____
3. Amount of Other Pending Requests	\$ _____
4. Amount Applicant Agency is Contributing	\$ _____
5. Total Proposal Income (1+2+3+4=5)	\$ _____
6. Total Proposal Expense	\$ _____
7. Balance	\$ _____

I. Income and Expense Summaries for Organization

	Actual for Last Fiscal Year	Budge for Current Fiscal Year	Budget for Next Fiscal Year
	Ending: _____ Yr _____	Ending: _____ Yr _____	Ending: _____ Yr _____
<i>Income</i>	\$ _____	\$ _____	\$ _____
<i>Expense</i>	\$ _____	\$ _____	\$ _____
<i>Net</i>	\$ _____	\$ _____	\$ _____
<i>Net Assets</i>	\$ _____	\$ _____	\$ _____

## **Portsmouth Virginia Grantmakers Common Grant Proposal Guidelines**

### **III. Proposal Narrative: *3 pages maximum - clarity and brevity are encouraged.***

#### **A. Background of the Organization**

1. A brief description of your organization's history and mission.
2. The needs, problems or opportunities your organization addresses.
3. Current programs including their accomplishments and lessons learned. What problems did the organization overcome to be successful?
4. Population the organization serves, including numbers and geographical locations, and explain benefits to Portsmouth.
5. Number and composition of full and part-time staff and volunteers.
6. Your organization's formal and informal relationships with agencies working toward the same objectives or providing similar services. How does your organization differ from those agencies?

#### **B. Funding Request**

1. State the amount you are requesting.
2. Describe the purpose of your request, i.e., operating expense, program, capital campaign, etc. Be detailed with program description.
3. The population served by this program.
4. The qualifications of staff and volunteers directing the program.

#### **C. Financial Plan**

1. The project budget, if project rather than operating funding is being requested. Include the amount requested, sources and amounts of other income and their status (confirmed, pending or not yet applied for). Be specific and identify in-kind support.
2. Current organizational budget and any endowment funds organization may hold.
3. State when funding is needed.
4. If you show a negative balance on either or both of the above budgets, explain.
5. State your sustainability plan for securing funding after the grant period has ended and into the future.

## **Portsmouth Virginia Grantmakers Common Grant Proposal Guidelines**

### IV. Supporting Materials

- A. Most recent IRS Form 990 (including Schedule A). If you do not file with the IRS, indicate why. **(Required for Beazley Foundation. Upon request for Portsmouth General Hospital Foundation and Southeast Virginia Community Foundation.)**
- B. Latest Audited Financial Statement. If your statements are not audited, indicate why and include your latest income and expense statement. **(Required for Beazley Foundation. Upon request for Portsmouth General Hospital Foundation and Southeast Virginia Community Foundation.)**
- C. Most recent IRS 501(c)(3) Determination Letter.
- D. If applicable, evidence of accreditation, licensing, etc.
- E. If school, annual cost to attend and description of financial aid program.
- F. List of Board Members, titles, corporate affiliation, if any, and city of residence.
- G. Grant proposals that involve students and/or teachers of a public school system, through outreach, field trips, etc., must be accompanied by written approval of the appropriate superintendent of schools confirming the subject program will be of educational value, fulfill an attendant need and enjoy the support and cooperation of the system.