

# Twin County Community Foundation

## 2022 Grant Cycle Information

Beginning in 2022, the foundation will offer three (3) different types of funding opportunities. These opportunities include Project-Based, Capacity Building, or Capital Needs applications. Please ensure that you thoroughly read and understand the types of applications available and are applying for the correct opportunity.

**Project-Based Grants:** These grants are awarded to projects or programs that offer services that will be provided within the community. Projects clearly demonstrate a need in the community, have measurable outcomes, provide activities or services to meet the needs and obtain the outcomes, and are existing or new programs within the Twin Counties.

**Capacity Building Grants:** Capacity building can be defined as the process of developing and strengthening the skills, instincts, abilities, processes and resources that organizations need to survive, adapt, and thrive in a fast-changing world. It is important for organizations to have strong internal and external controls in order to be viable, sustaining, and able to fully meet their missions. A strong organization helps to strengthen the community. Capacity building activities may include the following:

1. Training and/or training resources
2. Strategic planning
3. Use of consultants for organizational assistance
4. Investing in new IT capacities

TCCF will accept applications from eligible organization for capacity building activities with a maximum award of \$2,000.

**Capital Needs Application:** Twin County Community Foundation recognizes the importance of equipment required by organizations to better serve the community. In order to reduce resources and efforts for applicants requesting funds for capital needs not attached to an extended project or program, TCCF will accept applications related to purchase and/or installation of equipment with an award amount totaling no more than \$10,000.

\*\*It is recommended that interested applicants contact the foundation's Executive Director to discuss a possible applications prior to submission.

### GUIDELINES AND PRIORITIES

The Twin County Community Foundation (TCCF) provides grant opportunities to qualified 501(c)(3) organizations (or government entities) serving Carroll County, Grayson County and the City of Galax in Virginia. TCCF strives to support organizations seeking to promote and/or improve the health of citizens including but not limited to meeting unmet needs, supporting health education, and programs geared toward improving and/or reducing illness and disease. Priority will be given to projects related to the following:

- Unmet Healthcare needs
- Obesity

- Health and Nutritional Issues
- Mental Health
- Health Education
- Substance Abuse Prevention
- Environmental Health

The foundation will also accept applications from organizations for projects that promote and/or improve the general welfare (quality of life) or education of citizens (especially the education of future generations) residing within the service area.

Additionally, the Foundation may carry out other charitable, scientific, literary and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code.

The Board, in making grant decisions, will place the greatest priority on projects that:

- Meet the specific priorities noted above.
- Are accompanied by matching funds from other sources.
- Have little or no administrative overhead expenses as the Board believes these expenses should be provided by the organization through matching funds. Funding may be provided for support or direct staff positions, but little or no support for administrative positions.
- Are not of a recurring nature unless the project and the need(s) it serves requires otherwise.
- The Board recognizes the need for and encourages new projects (i.e., projects not traditionally funded via other sources such as United Way, etc.)

### **GRANT RESTRICTIONS**

To comply with federal guidelines and TCCF legal requirements, TCCF will not fund the following types of grants. All grants requests for these purposes will be denied:

- Grants to individuals
- Grants to religious organizations for religious purposes or that require participation in specific religious activities in order to receive service
- Grants to organizations for projects outside of Carroll County, Grayson County and the City of Galax
- Grants to endowments or other discretionary funding pools
- Grants for dinners, fund-raisers, or other a ticketed special events
- Grants for political purposes or for lobbying activities
- Grants for debt reduction
- Grants for projects unrelated to the Foundation's purpose
- Grants directly to Emergency Service Organizations whose needs may be met through Municipality funding/grant application
- Grants for reimbursement of previously incurred expenses.

### **FUNDING LEVEL**

**Project-Based Grants:** At the present time the Foundation has not set limits on the size of grants, however the foundation does reserve the right to set upper or lower limits on the size of grants in order to promote efficiency in grant administration, provide for financial stability, and to ensure that there are adequate funds to support both current and long-term projects deemed a priority by the Board. Grants will normally be awarded on an annual basis; however, the Board will consider multiyear grants. Grant applications seeking matching funds must provide written documentation from the other contributor(s) or the Board may make the Foundation's grant contingent upon receipt of such matching contribution(s). The documentation may include a letter or resolution from the other contributor(s). The Board reserves the right to request additional documentation of expenditures, including, but not limited to cancelled checks or expenditure certifications and to require project status reports and periodic updates.

**Capacity Building Grants:** Funding limit is \$2,000.

**Capital Needs Grants:** Funding limit is \$10,000.

## **GRANT REVIEW PROCESS**

When grant applications are submitted to the online system, the information will be reviewed by the Foundation staff to determine whether the foundation Grant Application Guidelines have been met.

If the application is deemed to be incomplete, the foundation may request additional information. If the information is received in the time specified by the foundation, the application will be considered in the current Grant Review Cycle. If the information is not received or the application is still considered incomplete, the application will be not considered in any subsequent Grant Review Cycle. A new application will need to be submitted for the next grant cycle.

Members of the Grant Committee will review completed applications. Grant Committee members reserve the right to ask for additional information. Upon completion of the Grant Review Process, the Grant Committee will make a recommendation to the full Board of Directors regarding each grant. Committee members reserve the right to declare a Conflict of Interest with an applicant and abstain from voting on applicable applications.

The Grant Committee will evaluate and score the grant applications based upon how well the applicant demonstrates the following:

### Project-Based Grants

1. how the project aligns with the foundation's focus areas
2. if the project serves the desired/required geographic region
3. how well the applicant states the need(s) to be addressed in the proposed project
4. if the project has clear and measurable outcomes
5. if the budget is clear and provides justification for the funding request
6. the presence of a clear sustainability plan
7. the ability to successfully implement the project

### Capacity Building Grants

1. how the activity aligns with the foundation's focus areas
2. how the activity will increase the organization's ability to serve the desired/required geographic region
3. if the activity has clear and measurable outcomes for the organization (what tools or resources are to be developed, who will develop them, how will they be utilized, how will this effect the operations of the organization, etc.)
4. if the budget is clear and provides justification for the funding request

#### Capital Needs Grants

1. how the equipment aligns with the foundation's focus areas
2. how the equipment will increase the organization's ability to serve the desired/required geographic region
3. if the purchase and/or installation of the equipment can provide clear and measurable outcomes
4. if the budget is clear and provides justification for the funding request

After the grant review process is completed, applicants will be notified via email through the grant management software with an approval or denial letter. Upon approval, grantees will be provided with further instructions and information regarding grantee expectations. Grantee expectations might include any conditions, restrictions, payment terms, and reporting requirements (which may include on-site visits) connected with the grant award. The applicant will be required to execute a Grant Agreement and agree to hold harmless and indemnify the Foundation from any claim, loss or expense related to the applicant's activities or use of the grant. Upon denial, applicants are welcome to reapply in the future.

The number and amount of requests, community needs, Board priorities, federal and state laws and regulations, and available funds may require the Board to not fund a request. Applicants are discouraged in contacting individual Board members before or after the grant application is made and acted upon.

### **PROJECT ACCOUNTABILITY AND CONTINUITY**

Each organization receiving funds from the Foundation will be required to provide periodic financial reports and project reports. Failure to expend funds and to provide a complete, accurate, and timely accounting of awarded funds within one year may prohibit the organization from receiving future funding from the foundation and may result in the foundation seeking restitution of misspent or unspent funds.

Grant recipients must inform the foundation immediately if significant events occur that may impact the project. Examples may include, but are not limited to, a change in the project director or in the organization's key personnel; the organization's priorities, Board members, or operations may change; or other funding resources or project costs may change. Failure to notify the Foundation of issues that may adversely impact the project may result in a temporary or permanent cessation of payments or possible legal action to reclaim funds.

### **PUBLICITY**

Each organization receiving grants from the foundation is required to include the Twin County Community Foundation logo within their publications and advertising. Additionally, photographs of the grantees' projects will be requested for inclusion on the foundation's newsletters, reports, press releases, social media and/or web

sites. Grantees are responsible for having signed releases from individuals featured in photographs in order to use them in the media (these can be provided to grantees if applicable).

Grantees are asked to promote their projects and partnership with the foundation through media releases. The foundation will ask to contribute information and encouragement in all releases prior to submission to the media. If grantees need assistance with producing a press releases or publicity information, they may contact the foundation's Executive Director. All publicity must be shared with the foundation.

## REPORTING AND DISBURSEMENTS

**Project-Based Grants:** Disbursements for grant awards are usually made in three installments. Any deviation from this schedule must be approved in advance by the foundation. Unless otherwise approved or changed by the grantor, the schedule of installments will be as follows:

Payment 1: One-third of the award is given when the Grant Acceptance Letter is signed and returned by the grantee. Due to the continuing issues of the global pandemic, fund dispersal will be based upon expected project beginning and completion dates or the type of project. If your project needs initial installment funds, please indicate the justification for upfront funding in your application. Initial installments may be dispersed on an "as-needed" basis.

Payment 2: The second one-third installment is made upon receipt of a complete mid-term report.

Payment 3: The final one-third installment is made upon receipt of a complete final report.

The final payment will reflect any change to the project budget with any unapproved expenditures reducing the total award to the grantee.

**Capacity Building Grants:** If approved, organizations will receive one half (1/2) of the award in an initial installment and one half (1/2) upon receipt of a final report.

**Capital Needs Grants:** If approved, organizations will receive one half (1/2) of the award in an initial installment and one half (1/2) upon receipt of a final report.

**All Grants:** Reporting will be completed using the online grant management site. Awarded organizations will be provided with further information about the reporting requirements.

When a project is not completed within a timely manner or a mid-term or final report is not submitted, an Overdue Letter will be sent to grantees and the grant award may be rescinded. All advanced grant funds not adequately accounted for by the grantee may have to be repaid to the Foundation.

## GRANT APPLICATION SUBMISSION AND FUNDING CYCLE

All grant applications must be submitted by the due date and time using the appropriate links noted below. Application questions can be accessed on the online grant management site prior to beginning the application. Please contact the Executive Director with any questions or concerns.

<b>Grant Application Due Date</b>	<b>Grant Review Cycle</b>	<b>Grant Award Dates</b>	<b>Grant Cycle</b>	<b>Mid-Term Reports Due</b>	<b>Final Reports Due</b>
July 1, 2022 at 5:00PM	July – September 2022	September 27, 2022	October 1, 2022 - September 30, 2023	Generally April-May of 2023	September 30, 2023

\*\*\*Applicants wishing to discuss the application, potential project or that have general questions are encouraged to contact the Executive Director of the foundation. Inquiries should never be made to members of the Board of Directors of the foundation.\*\*\*

#### **APPLY HERE:**

Once the applicant creates an account and is ready to apply, there will be three application options. Applicants are encouraged to thoroughly understand which application (Project-Based, Capacity Building, Capital Needs) better suits their needs.

<https://www.grantinterface.com/Home/Logon?urlkey=twin>