

# 2022 Community Foundation Grants

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*Community Foundation for a greater Richmond*

## *Request Information*

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### **Request Name\***

**Please update this field** with a name for your proposal.

This is the 'label' for your request. Please name your request using a few words to describe it such as "2022 Operating Expenses" or "2022 After School Program"

*Character Limit: 100*

### **Total Cost of the Proposed Work\***

If you are requesting support for a specific program, please supply the total cost of the program (remember to include costs like staff time and overhead). If you are requesting operating support, please input your total operating cost.

*Character Limit: 20*

### **Amount Requested\***

*Character Limit: 20*

### **Type of Request\***

If you'd like to discuss what type of request to submit please reach out to your Program Officer or request a meeting with this link [for a meeting by using this request link.](#)

Based on how you respond to this question you will be asked to answer a specific set of questions about your request below.

This is not a weighted question. In other words, the type of request you choose does not increase or decrease likelihood for funding.

*Program* requests are for direct-service, client focused programs.

*Operating* requests are for general operating support for direct-service organizations serving clients.

*Operating for Advocacy & Systems* requests are for general operating support for organizations primarily involved in advocacy, policy, and systems focused work.

### **Choices**

Program

Operating

Operating for Advocacy & Systems

## *Program Request*

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These questions are required when you indicate a "Program" type of request.

### **Need\***

Describe the need that the work addresses. Please include your data sources, emphasizing recent local data when available.

*Character Limit: 1500*

### **Population of Focus\***

In one sentence, define the specific local population served by this work.

*Example A: "This program serves students, ages 5 to 18, living in Church Hill."*

*Example B: "We provide vet services for companion animals and support to their owners who primarily live below the poverty line"*

*Character Limit: 250*

### **Number of Clients/People Served\***

From the population defined above, how many unduplicated individuals do you estimate the proposed work will directly serve annually?<br id="isPasted">If you're an animal welfare organization, please provide both the estimated number of individuals and estimated number of animals you aim to reach.

*Character Limit: 250*

### **Description\***

Describe the work that will be implemented. Include:

- Why this approach best meets the needs of the population served
- Key activities and timeline of the work

*Character Limit: 3000*

### **Collaborations\***

Describe any significant partnerships and/or collaborations that are critical to the success of this work, including how each partner uniquely contributes to the project.

*Character Limit: 1500*

### **Measurements**

Describe up to three data points that you will use to evaluate your program. For each measurement, you will be asked to identify the

- population
- definition of success
- and target for success

If awarded a grant, this section will populate your final report, which will provide an area to report on the specific result of measurement.

### **Measurement 1: Specific Population Measured (p1)\***

Describe/define who or what will be specifically measured for this data point. What constitutes a recipient of the service/work?

*Example: "A participant is any youth in grades 3-5 who attends at least 25 tutoring sessions during the school year."*

*Character Limit: 250*

### **Measurement 1: Definition of Success (p1)\***

What represents success for this data point?

*Example: "Measured from the first report card (baseline) to the final report card, success means students who increased at least one grade level in Math:"*

*Character Limit: 250*

### **Measurement 1: Target for Success (Program)\***

What is your target for this indicator?

*Example: "125 out of the 150 participants (83%) will succeed in improving their grades by at least one grade level in Math."*

*Character Limit: 250*

### **Measurement 2: Specific Population Measured (Program)**

*Character Limit: 250*

### **Measurement 2: Definition of Success (Program)**

*Character Limit: 250*

### **Measurement 2: Target for Success (Program)**

*Character Limit: 250*

### **Measurement 3: Specific Population Measured (Program)**

*Character Limit: 250*

### **Measurement 3: Definition of Success (Program)**

*Character Limit: 250*

### **Measurement 3: Target for Success (Program)**

*Character Limit: 250*

## Evaluation & Learning\*

How will you gather and maintain the data you indicated above? How are evaluation results used to make decisions and improve the work?

*Character Limit: 1500*

## Additional Information (OPTIONAL)

If you would like to share additional information that further explains your work, please upload a PDF or paste a link here.

The upload and/or link can be a program logic model, theory of change framework, partners MOUs, etc.

*Character Limit: 100 | File Size Limit: 2 MB*

## Operating Request

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These questions are required when you indicate an "Operating" type of request.

## Need\*

Describe the need that your work addresses. Please include your data sources, using local or regional data when available.

*Character Limit: 1500*

## Population of Focus\*

In one sentence, define the specific local population served by this work.

*Example A: "Our organization serves children, ages 5 to 18, living in Church Hill."*

*Example B: "We provide vet services for companion animals and support to their owners who primarily live below the poverty line"*

*Character Limit: 250*

## Number of Clients/People Served\*

From the population defined above, how many unduplicated individuals do you estimate the proposed work will directly serve annually?

If you're an animal welfare organization, please provide both the estimated number of individuals and estimated number of animals you aim to reach.

*Character Limit: 250*

## Measurements

Describe up to three data points that you will use to evaluate your work. These can be from a variety of programs or initiatives and/or as directed by your Community Foundation Program Officer.

For each measurement, you will be asked to identify the

- population
- definition of success
- and target for success

If awarded a grant, this section will populate your final report, which will provide an area to report on the specific result of measurement.

### **Measurement One: Specific Population Measured\***

Describe/define who or what will specifically be measured for evaluation of this indicator. What constitutes a recipient of the service/work?

*Example: "A participant is any youth in grades 3-5 who attends at least 25 of the program's tutoring sessions during the school year."*

*Character Limit: 250*

### **Measurement One: Definition of Success\***

What constitutes success for this indicator?

*Example: "Measured from the first report card (baseline) to final, those students who increased at least one grade level in English."*

*Character Limit: 250*

### **Measurement One: Target for Success\***

What is your target for this indicator?

*Example: "125 out of the 150 participants (or 83%) will succeed in improving their grades."*

*Character Limit: 250*

### **Measurement Two: Specific Population Measured**

Describe/define who or what will specifically be measured for evaluation of this indicator. What constitutes a recipient of the service/work?

*Character Limit: 250*

### **Measurement Two: Definition of Success**

What constitutes success for this indicator?

*Character Limit: 250*

### **Measurement Two: Target for Success**

What is your target for this indicator?

*Character Limit: 250*

### Measurement Three: Specific Population Measured

Describe/define who or what will specifically be measured for evaluation of this indicator. What constitutes a recipient of the service/work?

*Character Limit: 250*

### Measurement Three: Definition of Success

What constitutes success for this indicator?

*Character Limit: 250*

### Measurement Three: Target for Success

What is your target for this indicator?

*Character Limit: 250*

### Evaluation & Learning\*

How will you gather and maintain the data you indicated above? How are evaluation results used to make decisions and improve the work?

*Character Limit: 1500*

### Additional Information (OPTIONAL)

If you would like to share additional information that further explains your work, please upload a PDF or provide a link here.

The upload and/or link can be a program logic model, theory of change framework, partner MOUs, etc.

*Character Limit: 100 | File Size Limit: 2 MB*

## *Operating Request for Advocacy & Systems*

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These questions are required when you indicate an "Operating for Advocacy & Systems" type of request.

### Need\*

Describe the need that the work addresses. Please include your data sources, emphasizing recent local data when available.

*Character Limit: 1500*

### Population of Focus\*

In one sentence, define the specific local population that is the target of your work.

Example: "Our policy initiatives are focused on legislative victories impacting low-income residents in Virginia"

Example: "Our advocacy campaign is focused on the parents of school-aged children in the

Region who attend public schools."

Example: "We convene and coordinate organizations working to end homelessness."

*Character Limit: 250*

### Number of People Targeted\*

From the unit described above, how many do you estimate the proposed activities could affect?

*Example: 24,000 students and their families who are enrolled in Richmond Public Schools*

*Example: 17 coalition organizations and 2 government agencies*

*Character Limit: 10*

### Description\*

Describe the work your organization is engaged in. Include:

-The annual goals for this grant funding. Please be specific about the activities you hope to accomplish in the next year.

-The long-term outcomes you and your partners are collectively working towards. Generally, this would include outcomes that would not be realized in the next few grant cycles.

*Character Limit: 3000*

If awarded a grant, this section will populate your final report, which will provide an area to report on the specific result of each indicator and measurement.

*Operating for Advocacy and Systems* requests contain options to provide both indicator measurements and direct-service measurements. You do not have to provide information for each indicator and you are not required to provide any direct service measurements. Only the first indicator is required.

### Advocacy and Systems Indicators

Describe up to three indicators that you will use to evaluate your work. For each indicator, you will be asked to identify the

- target group for change
- strategy used
- short-term goal
- long-term intended outcome

Our framework for measuring advocacy and systems focused grants is based research conducted by the Annie E. Casey Foundation. A summary guide of indicators and citation for the framework can be found here. ([LINK](#))

### Indicator 1: Target for Change\*

Who or what are you hoping to change?

*Example A: "Individuals"*

*Example B: "Legislation"*

*Example C: "Organizations"*

*Character Limit: 250*

### **Indicator 1: Strategy for Change\***

What is your strategy for change?

*Example A : "A print and digital media campaign"*

*Example B: "Educational briefings with legislators"*

*Example C: "Coalition and partnership development"*

*Character Limit: 250*

### **Indicator 1: Short-term Intended Outcome\***

What is the intended outcome of this strategy during this grant period?

*Example A: "Focus groups will be held to finalize images and text for ads planned to run on GRTC buses next year"*

*Example B: "A specific bill gains a sponsor"*

*Example C: "Improved alignment of coalition efforts, including the identification of shared priorities and a common accountability system"*

*Character Limit: 250*

### **Indicator 1: Long-Term Intended Outcome\***

What is your long-term intended outcome for this strategy?

*Example A: "Changes in public awareness about mass transit"*

*Example B: "A specific bill is passed"*

*Example C: "All individuals experiencing homelessness are rehoused within 30 days"*

*Character Limit: 250*

### **Indicator 2: Target for Change**

*Character Limit: 250*

### **Indicator 2: Strategy for Change**

*Character Limit: 250*

### **Indicator 2: Short-term Intended Outcome**

*Character Limit: 250*

### **Indicator 2: Long-term Intended Outcome**

*Character Limit: 250*

### **Indicator 3: Target for Change**

*Character Limit: 250*



### Indicator 3: Strategy for Change

*Character Limit: 250*

### Indicator 3: Short-term Intended Outcome

*Character Limit: 250*

### Indicator 3: Long-term Intended Outcome

*Character Limit: 250*

#### Direct-service Measurements

If your organization also conducts direct service work you have the opportunity below to provide measurements for that work. If your organization does not provide direct services you can leave this section blank.

Describe up to two data points that you will use to evaluate your work. For each measurement, you will be asked to identify the

- population
- definition of success
- and target for success

#### Measurement 1: Specific Population Measured (a/s)

Describe/define who or what will be specifically measured for this data point. What constitutes a recipient of the service/work?

*Example: "A participant is any youth in grades 3-5 who attends at least 25 tutoring sessions during the school year."*

*Character Limit: 250*

#### Measurement 1: Definition of Success (a/s)

What represent success for this data point?

*Example: "Measured from the first report card (baseline) to the final report card, success means students who increased at least one letter grade in Math."*

*Character Limit: 250*

#### Measurement 1: Target for Success (a/s)

What is your target for this data point?

*Example: "125 out of 150 participants (83%) will succeed in improving their Math grades by one grade level."*

*Character Limit: 250*

#### Measurement 2: Specific Population Measured (a/s)

*Character Limit: 250*

## Measurement 2: Definition of Success (a/s)

*Character Limit: 250*

## Measurement 2: Target for Success (a/s)

*Character Limit: 250*

## Evaluation & Learning\*

How will progress be assessed over time for this work? How are progress indicators used to make decisions and further the work?

*Character Limit: 1500*

## Additional Information (OPTIONAL)

If you would like to share additional information that further explains your work, please upload a PDF or paste a link here.

The upload and/or link can be a theory of change framework, a data library, a recounting of past legislative wins, etc.

*Character Limit: 100 | File Size Limit: 2 MB*

## Financial Information

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### Use of Funds\*

Please describe how the funds will be used and the timeframe for spending the funds. If this request is for general operating support, input "General Operating Support".

*Character Limit: 1000*

### Organizational Budget (Required)\*

Upload your organization's most recent board-approved organizational budget. Include both projected expenses and revenues.

*File Size Limit: 2 MB*

### Program Budget (if Applicable)

If this request is for a specific program, upload your own program budget or create one using the template we provide. [CLICK HERE](#) to access the template. Include both projected expenses and revenues.

*File Size Limit: 2 MB*

### Guidestar Profile\*

A Guidestar Gold profile is required to be considered for a grant. Please ensure your organization has either already attained Gold status or has submitted the necessary information to Guidestar.

In addition, please check the boxes below to confirm that your current list of board members, your most recently filed 990, and your most recent audit (or approved end of year financial statement if your organization does not complete an audit) have been uploaded to your Guidestar profile.

### Choices

Form 990

Audit or Financial Statement

List of Current Board Members

## *Electronic Signature*

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*By typing my name below, I confirm that the information provided within this application is accurate and I approve the submission of this proposal.*

*In addition, by submitting this application, I agree not to release any information publicly (e.g., through print media, television, radio or other such electronic media, interviews or social media posts) about the Community Foundation's grant processes or funding decisions without first seeking approval from the Community Foundation.*

*I agree and understand that my organization will be responsible for any funds that might be received and will comply with applicable tax laws, regulations and foundation policy. By typing my name below, I confirm that if the Community Foundation or one of its funding partners provide grant support to my organization, the organization will comply with the following terms and conditions:*

*1) grant funds distributed to the organization in connection with the Foundation's grant will be used only for purposes designated in the grant letter;*

*2) no funds will be used for any political campaign or to support attempts to influence legislation of any government body;*

*3) if the organization loses its exemption from federal income tax, any unexpended funds will be returned to the Foundation;*

*4) adequate accounting records of the expenditure of funds will be maintained by the grantee organization;*

*5) special provisions regarding equipment grants: if, in the sole opinion of the Foundation, an organization no longer provides the services for which the equipment grant was awarded; no longer operates as a service provider within the area served by the Foundation or ceases operations due to loss of substantial funding, staff, etc. or dissolution as a nonprofit corporation, the Foundation may request the return of equipment. This provision shall be*

*limited to three years from the date of award;*

*6) the agency will submit any interim or final reports associated with the grant funding on or before the date assigned in the Foundation's online grants management system.*

**Executive Director/CEO\***

*Character Limit: 250*

**Date Signed\***

*Character Limit: 10*