

# 2022 Community Foundation Grants

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*Community Foundation for a greater Richmond*

## *Basic Information*

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**This is a common Letter of Introduction (LOI) used for multiple funding sources at the Community Foundation for a greater Richmond. We recommend you think about your LOI as a way to introduce your organization to someone who isn't familiar with your work.**

The following sections will ask for

- general information of your organization,
- the need(s) your organization addresses,
- the programs and/or initiatives your organization is engaged in,
- information about the leadership within your organization.

We welcome conversation if you'd like to discuss the information to include in your LOI. Please feel free to reach out for a meeting by using this request link.

A note about GuideStar:

This application allows you to copy basic information from your GuideStar profile directly into this LOI. Click *Copy GuideStar Profile* in the top right of this screen to copy information over.

- GuideStar questions can be filled out manually as well so using this feature is not necessary to fill out the form.
- You do have the ability to edit your responses after pulling in data from GuideStar profile.
- Pulling in information from your GuideStar profile will not overwrite an existing response on this form. In other words, information will not populate for any field that already has information manually entered into it.

**Organizations that are asked to fill out a full application are required to have a GuideStar Gold Seal profile. Please ensure your organization has either already attained Gold level or has submitted the necessary information to GuideStar.**

### **Year Founded\***

*Character Limit: 4*

### **Organization Website\***

*Character Limit: 2000*

## Mission Statement\*

*Character Limit: 500*

## Total Revenue\*

What is your Revenue shown on your most recent 990?

*Character Limit: 20*

## Total Expenses\*

What are your total Expenses shown on your most recent 990?

*Character Limit: 20*

## Total Assets\*

What are the Total Assets shown on your most recent 990?

*Character Limit: 20*

## Total Liabilities\*

What are the Total Liabilities shown on your most recent 990?

*Character Limit: 20*

## Geographic Area Served\*

*Check all that apply*

### Choices

Chesterfield County  
Colonial Heights  
Goochland County  
Hanover County  
Henrico County  
Hopewell  
Petersburg  
Powhatan County  
Richmond

## Organizational Overview

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This section asks various questions about the history & management of your organization and the types and approximate costs of the programs you offer (*remember to include costs like staff time and overhead costs in your Program Operating Costs. We collect this information to get a sense of the resources needed for the program*). You have the opportunity to provide information for up to six programs/projects which will be used as we review potential matches for funding.

Program 5 & Program 6 can be used for a variety of different activities your organization is engaged in. 'Program' is used broadly here. Examples of types of activities include:

- capital campaigns
- coalition focused activities
- projects focused on environmental sustainability
- pilot project & new
- more programs! Feel free to use the space to continue providing program information.

If you'd like to discuss this section with our staff prior to submission feel free to reach out for a meeting by using this request link.

### **Organization Overview\***

Please provide a brief description of your organization. Note: You do not need to describe each program here as that will be done below.

*Character Limit: 1500*

### **Program 1: Name\***

*Character Limit: 100*

### **Program 1: Description\***

Provide a brief description of the program including the target population.

*Character Limit: 1000*

### **Program 1: Operating Cost\***

What does it cost to run this program annually? You can use an approximate total.

*Character Limit: 20*

### **Program 2: Name**

*Character Limit: 100*

### **Program 2: Description**

*Character Limit: 1000*

### **Program 2: Operating Cost**

*Character Limit: 20*

### **Program 3: Name**

*Character Limit: 100*

### **Program 3: Description**

*Character Limit: 1000*

### **Program 3: Operating Cost**

*Character Limit: 20*

**Program 4: Name**

*Character Limit: 100*

**Program 4: Description**

*Character Limit: 1000*

**Program 4: Operating Cost**

*Character Limit: 20*

**Program 5 / Special Project / Campaign: Name**

*Character Limit: 100*

**Program 5 / Special Project / Campaign: Description**

*Character Limit: 1000*

**Program 5 / Special Project / Campaign: Cost**

*Character Limit: 20*

**Program 6 / Special Project / Campaign: Name**

*Character Limit: 100*

**Program 6 / Special Project / Campaign: Description**

*Character Limit: 1000*

**Program 6 / Special Project / Campaign: Cost**

*Character Limit: 20*

**Recent Accomplishments\***

If you have a current grant through the Community Foundation, the Jenkins Foundation, or one of our funding partners, please indicate the funder and provide a brief update, including metrics when possible, on what you've accomplished and funds spent to date.

If you do not have a current grant, please provide a brief description outlining the recent accomplishments of your organization. When possible, please provide prior year data, outputs, and/or outcomes.

*Character Limit: 1500*

**Racial Equity\***

How is your organization addressing racial equity within your organization and your work? This could include how your work impacts racial inequities through your service delivery, your organization's internal racial equity work, and/or how you are using data to better understand

the impact of your work.

Examples of internal equity work could include: recruitment/hiring practices, succession planning, communications, methods of receiving feedback from clients, and staff training.

*Character Limit: 1500*

## *Leadership Demographics*

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### **Number of Board Members\***

*Character Limit: 2*

### **Number of Senior Leaders\***

For these purposes, "Senior Leadership" is defined as staff members with decision-making authority and/or management responsibility within the organization.

*Character Limit: 2*

### **Does your Board include a member(s) who has lived experience related to the need you address?\***

#### **Choices**

Yes

No

Not Applicable

This next section will ask for information about the demographics of your Board and Senior Leadership. We ask that you help us better understand the the racial diversity of your organization by providing data for all that apply to the below questions. While we take the broadest view of diversity, equity, and inclusion, our initial intentions in data collection are focused on racial equity in organizational leadership.

### **Executive Director/CEO\***

Which race/ethnicity does your organization's CEO represent?

#### **Choices**

African American/Black

European American/White

Hispanic/Latinx/Chicano or Chicana

Asian/Asian American

A Race/Ethnicity Not Listed

More Than One Race/ Ethnicity

Unknown/Decline to State

For the following categories, if you do not know or decline to answer, please enter "100" under "Unknown/Decline to State". As all of these are required fields, please enter a "0" for each corresponding field that you're not reporting a number for.

### **African American/Black**

How many members of your **Board** identify as African American/Black?\*

*Character Limit: 2*

How many members of your **Senior Leadership** identify as African American/Black?\*

*Character Limit: 2*

### **Asian/ Asian American**

How many members of your **Board** identify as Asian/Asian American?\*

*Character Limit: 2*

How many members of your **Senior Leadership** identify as Asian/Asian American?\*

*Character Limit: 2*

### **European American/White**

How many members of your **Board** identify as European American/White?\*

*Character Limit: 2*

How many members of your **Senior Leadership** identify as European American/White?\*

*Character Limit: 2*

### **Hispanic/Latinx**

How many members of **Board** identify as Hispanic/Latinx?\*

*Character Limit: 2*

How many members of your **Senior Leadership** identify as Hispanic/Latinx?\*

*Character Limit: 2*

### **A Race/Ethnicity Not Listed**

How many members of your **Board** identify with A Race/Ethnicity Not Listed?\*

*Character Limit: 2*

How many members of your **Senior Leadership** identify with A Race/Ethnicity Not Listed?\*

*Character Limit: 2*

**More Than One Race/Ethnicity**

How many members of your **Board** identify with More Than One Race/Ethnicity?\*

*Character Limit: 2*

How many members of your **Senior Leadership** identify with More Than One Race/Ethnicity?\*

*Character Limit: 2*

**Unknown/Decline to State**

How many members of your **Board** are Unknown/Decline to State?\*

*Character Limit: 2*

How many members of your **Senior Leadership** are Unknown/Decline to State?\*

*Character Limit: 2*