

VIRGINIA BEACH BAR FOUNDATION
GRANT APPLICATION

2425 Nimmo Parkway, Room C0037, Virginia Beach, VA 23456
Telephone: (757) 219-2155; Fax: (757) 219-2156
Email: vblaw@vbbarassoc.com

COVER SHEET

Name of Organization: _____

Address: _____

State/Zip: _____ Phone: _____ Fax: _____

Chief Executive Officer: _____

Person preparing application: _____

Address: _____

State/Zip: _____ Phone: _____ Fax: _____

E-mail: _____

Amount Requested: _____ For time period: _____ to _____

Payable to: _____ Attn of: _____

Tax Exempt: _____ yes _____ no _____ pending (Attach copies of IRS Exemption letter)

_____ Corporation _____ Unincorporated _____ Other _____

Summary of Grant Request

You must complete the space below. Use only this space. Do not attach a separate sheet. Please write this summary suitable for use in press releases related to any grant that may be awarded.

VIRGINIA BEACH BAR FOUNDATION
GRANT GUIDELINES

AWARDS AND MONITORING

Grant Awards and Payments

Applicants will be notified in writing of the disposition of any grant application that has been timely submitted on or in advance of the above deadline within fourteen (14) days from the date on which the Foundation's Board meets to consider the application. All grants will be made pursuant to a written announcement by the Foundation to the recipient, setting forth any terms and conditions of the grant award. The method of payment (prepayment, installments, or reimbursements) will be specified on a case by case basis at the time of making the award.

Monitoring of Grant Recipients

Recipients of Foundation grants will provide the following information to the Foundation:

- A final written report as to how the grant money has been spent and the results achieved; and
- A written interim report, if requested, as to how the grant money has been spent and the status of the program; and
- A copy of the applicant's annual financial statement (an audited statement, if requested) for the fiscal year in which the grant was made, as soon as it becomes available; and
- Responses to any reasonable requests for further information by the Foundation.

Further Information:

If you have questions or require further information, please contact:

Virginia Beach Bar Foundation
c/o Jean Keary, Executive Director
2425 Nimmo Parkway, Room C0037
Virginia Beach, Virginia 23456
Phone: (757) 219-2155
Fax: (757) 219-2156
Email: vblaw@vbbbarassoc.com

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The information requested below should be typed in the space provided or, *where requested*, on attached 8.5" x 11" paper. List applicant, date, and question number on all attachments. One original application and one copy (8.5" x 11" page only, suitable for copying) should be submitted.

1. Describe the applicant organization below, including the form of organization (i.e., corporation, partnership, unincorporated association), date established, and purpose(s). **Attach a list of applicant's current officers, directors, and, if requested, a copy of the applicant's charter and governance documents.**

2. Title of Project: _____
Use up to one side of a separate sheet to describe the project and anticipated activities for which funds are requested. Include project objectives and plan of action for accomplishing them, the needs met, geographic area(s) and population(s) to be benefited, the anticipated results/impacts, and a brief history of the requesting organization or program. Describe briefly your project's community support and indicate whether other organizations in the area perform the services your project seeks to perform or works with you on the services.

3. Anticipated Beginning Date for Project: _____

4. Anticipated Termination Date for Project: _____

5. If ongoing, explain whether or how the project will continue to be funded after the Foundation Funds requested are spent.

6. Briefly describe applicant's evaluation method to determine the project's success.

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7. *Attach applicant organization's most current operating budget and financial statements for its last fiscal year (including audited financial statements for its last fiscal year, if requested).* If an audit was not conducted, attach a financial accounting for the period which has been certified correct by the responsible financial officer.

8. List below the project's estimated budget, detailed by major line items. Indicate which items are to be funded with the requested Foundation funds.

9. Amount of **Foundation funds requested** \$ _____
10. Anticipated **other funding** sources \$ _____
11. **Total Funds** needed for this project \$ _____

12. Indicate below which of the other potential funding sources are firmly committed to funding this project and whether or how any will match funds.

13. If requested, attach or describe multiple or competitive bids obtained by the applicant for any project components or for any costs noted in your response to Item 8 above.

14. List the dates and purposes of any prior applications for Virginia Beach Bar Foundation funds submitted by the applicant within the past five (5) years.

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ASSURANCES BY APPLICANT

(Applicant Program Name)

The Applicant Program assures that:

1. It will restrict the use of Foundation funds to purposes that are charitable or educational within the meaning of Section 501(c)(3) of the Internal Revenue Code, as amended, and which meet the purposes of the Foundation, and the proposed uses described in the grant application.
2. It will not discriminate on the basis of race, marital status, religion, sex, age, handicap, or national origin in administering the program or project supported in whole or in part by this grant.
3. It will, upon request, cooperate with all data collection and evaluation activities by the Foundation and give any authorized representative of the Foundation access to any copies of all financial records, books, papers, or documents.
4. It will provide a copy of a financial audit prepared within the previous two years if available, or, in the alternative, a financial accounting which has been certified correct by the responsible financial officer of your organization.
5. It understands and agrees that the Foundation may, in its sole discretion, grant funds in greater or lesser amounts and/or for greater or lesser periods of time than requested in this application.
6. It understands and agrees that the application, once received by the Foundation, becomes the property of the Foundation, which may use any or all ideas contained therein and that this application will be available for public inspection.
7. It will provide (i) a final written report of how the grant money was spent and the results achieved within 90 days of completing the funded project and (ii) other interim reports on the project's status as requested by the Foundation.
8. It will acknowledge the Foundation's funding assistance in press releases, media contacts, and printed, video or audio material resulting from the program or projects supported in whole or in part by any grant awarded.
9. If for any reason the project or program is abandoned or discontinued during the term of the grant, it will return to the Foundation any funds remaining which were not used for the intended purpose.

I have read these assurances and understand that if this application is approved for funding, the grant will be subject to these assurances. I certify the applicant will comply with these assurances if the application is approved.

Chief Executive Officer (PRINT): _____ Date: _____

Chief Executive Officer Signature: _____

Responsible Financial Officer
(if other than Chief Executive Officer) (PRINT): _____

Responsible Financial Officer Signature: _____