



**Twin County Community Foundation**  
Serving Carroll County, Grayson County and the City of Galax

# Grant Guidelines

EFFECTIVE DATE 5/1/2021

**\*\*Please ensure that you read these guidelines thoroughly as they have changed from previous grant cycles.\*\***

## **ABOUT TWIN COUNTY COMMUNITY FOUNDATION**

Twin County Community Foundation (TCCF), formerly known as “Twin County Regional Healthcare Foundation” (TCRHF), was originally formed as “Twin County Community Hospital Foundation” in July 1995 to support the charitable needs of Twin County Community Hospital. On April 1, 2012, the hospital sold 80% of its interest to Duke LifePoint while 20% of its interest remained a community asset. The existing funds of the hospital foundation were transferred to the Twin County Community Foundation. At which time, the foundation reorganized and is now a separate entity from the hospital with its own governing board. Proceeds from the asset sale of the hospital are managed by the TCRH, Inc. Legacy Board and will be transferred to the Twin County Community Foundation as deemed appropriate by the legacy board. According to stipulations in the sales agreement, those proceeds will be available for community grants after March 31, 2017 to support community healthcare related initiatives throughout the Twin Counties.

### **MISSION STATEMENT**

The Foundation provides opportunities to improve healthcare in Carroll County, Grayson County and the City of Galax in Virginia including meeting unmet healthcare needs of indigent and uninsured; supporting healthcare education programs and supporting programs which have the primary purpose of preventing and reducing illness and disease and other programs to promote the health, education and welfare of the community. 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.

### **AREAS OF INTEREST**

The Board of Directors of the Foundation will only make grants to qualified 501(c)(3) organizations (or government entities) serving Carroll County, Grayson County and the City of Galax, Virginia that support, promote and/or further the Foundation’s mission.

The Foundation awards grants to organizations meeting its eligibility criteria in Carroll County, Grayson County and the City of Galax. These projects include, but are not limited to, the following:

- Projects that promote or improve the health of citizens in Carroll County, Grayson County and the City of Galax
- Projects that promote or improve the general welfare of the citizens of communities served by the Foundation
- Projects that promote or improve the education of citizens in Carroll County, Grayson County and the City of Galax

## **GRANT PRIORITIES- GENERAL GUIDELINES**

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

- Directly provide health initiatives designed to promote the health, education and welfare of the citizens of Carroll County, Grayson County and the City of Galax
- 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 PRIORITIES-SPECIFIC GUIDELINES**

As the Board evaluates the merits of grant applications, areas of specific interest and high priority will include projects that address, in specific ways:

- Unmet Healthcare needs
- Obesity
- Health and Nutritional Issues
- Mental Health
- Health Education
- Education of Future Generations
- Substance Abuse Prevention
- Environmental Health
- Quality of Life in Carroll County, Grayson County and the City of Galax

## **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
- 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**

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. The Foundation will hold Grant application workshops to provide mandatory training to applicants.

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.

### **GRANT REVIEW PROCESS**

When Grant Applications are received by the Foundation, 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 Review Committee will review the applications either as a committee of the whole or will review the applications through sub-committees. The Grant Review Committee members reserve the right to ask for additional information or to make a site visit during the review process. Upon completion of the Grant Review Process, the Grant Review Committee will make a recommendation to the full Board of Directors regarding each grant.

The Grant Review Committee will evaluate grant applications based, in part, on the following guidelines. Applicants are encouraged to use the most current guidelines in preparing the grant application.

1. Is the proposed project consistent with the Foundation's mission?
2. Has the applicant included all information required by the Foundation in the grant application?
3. Has the applicant clearly stated the need to be addressed?
4. Is the constituency to be served clearly identified?

5. Does the proposed project clearly state how the project will address both the defined need and the constituency? How will the applicant measure success?
6. Are the short and long-term goals and objectives clearly stated? Can progress be measured? If so, how will progress be measured?
7. Has the proposing organization clearly documented its capacity and experience to develop and implement the proposed project?
8. Is the proposed project consistent with the applicant's historical mission?
9. Have the organization and project leadership demonstrated the skills and experience required for success?
10. Is the project timetable realistic?
11. Does the budget clearly reflect the resources necessary for the proposed project, the operation, and maintenance cost of the organization?
12. Does the organization have a Sustainability Plan and/or a Business Plan?
13. Have all funding resources been identified? Once the project is completed, has the applicant presented a plan to sustain the efforts?
14. Has the applicant developed a broad base of support for the project, including partnering with other agencies?

After the grant review process is completed, applicants will be notified in writing by the Foundation regarding the final outcome of their request. If the grant is approved, the Foundation will issue a letter advising the applicant of the award and of 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 the 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.

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 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 DISPURSEMENTS**

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 Award 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 funds reducing the total award to the grantee.

Report requirements and forms can be found on the Foundation's website. One copy of the report, both mid and final, can be submitted via email or mail to:

tccfexecutivedirector@gmail.com

PO Box 1131, Galax, VA 24333

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 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 GUIDELINES

All grant applications must be submitted by the due date. Applications must be in writing and should be based on the most current grant guidelines (these might change annually so be sure to use the ones located on the website). Grant applications must be mailed or hand-delivered. Faxes are not acceptable.

Once the grant application is completed by your organization, the application must be signed and dated by an individual authorized to do so by the organization. If any sections of the grant application are not completed, a written statement must be submitted explaining the reason(s).

**Each grant application must include an original and fifteen copies. Applications must be no longer than 10 double-spaced pages including a Cover Page and the Evaluation Report in 12-point or larger font with a very limited number of attachments. Applications should be made on one side of the paper only. The Grant Committee will take agency priorities into consideration when reviewing the grants. However, it does not mean that the committee will fund the grants in that priority.**

- 1) A **Cover Page (attached)** is required and must be signed by the appropriate persons.
- 2) A brief description of the organization, its mission, history and purpose, current programs and services, the constituency served, and the geographic area(s) the organization serves.
- 3) A concise, but specific, description of the project or activity proposed, including:
  - a) the specific purposes for which the grant is requested;
  - b) the needs to be met;
  - c) the benefits to be provided;
  - d) the proposed measures of success/progress milestones;
  - e) the constituency expected to benefit from the project;
  - f) the geographic area(s) where the project or activity will take place or location of the individuals who will benefit from the project or activity; and
  - g) a timetable for project completion.
- 4) A detailed financial plan for the project that includes an itemized budget and a budget narrative including:
  - a) detailed budget listing sources of revenue (other grants, in-kind, donations, etc.), all direct costs/expenses, a breakdown of compensation by position if the application requests funds for staffing, and projected volume of services to be provided;
  - b) the specific amount requested and the specific use being proposed;
  - c) all sources for secured (documented) and unsecured (proposed) match funds (written documentation from each source might be required);
  - d) plans for procuring the remainder of needed funding;
  - e) a provision for contingencies and on-going support.
- 5) Plans for evaluation of a project's results and for sustaining the project after grant funds expire. **(Evaluation Report is attached and required.)**
- 6) A brief biographical background of the person who will conduct or supervise the proposed program.

Each grant application must also include **one copy of the following to be attached to the original application ONLY:**

- 1) The names, titles, city of residence, and affiliations of the organization's trustees, directors, advisors and principal staff.
- 2) A current annual report of the organization.
- 3) Financial statements (audited statements should be provided if available) for the two most current years and a year-to-date unaudited financial statement for the current year. Organizations with less than two years of operating history should submit financial statements since inception and a two-year budget. Major sources of organizational support and endowments, if any, must be shown.
- 4) A signed copy of the most recent IRS Form 990 Tax Return, if required to be filed by the applicant. City, state, and federal government agencies or subsections should submit their tax letter or affiliation letter signed by the appropriate supervisor or financial officer in lieu of IRS Form 990.
- 5) Qualified public charities must submit a copy of their most recent letter of determination from the Internal Revenue Service a certification that tax exempt status has not changed and there are no facts or circumstances known that may result in a change of status. The letter should state:
  - a) That the organization is exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code (or government entity); and
  - b) That the organization is “not a private foundation” under Section 509 (a) of the Internal Revenue Code.

Please do not include letters of general endorsement for the project or your organization. **Letters from partnering agencies are acceptable.**

**Each grant application should be bound with document clips.** Please do not use paper clips, staples, rubber bands, three-ring binders or commercial binding services.

### **GRANT FUNDING CYCLE**

The Grant Review Committee will convene ONE (1) time per year to review grant applications and to consider recommendations for funding. All grant applications must be submitted or postmarked on or before the Grant Application Due Date. The grant application and all requested information must be complete prior to the Application Due Date to be considered in the current Grant Review Cycle. Applications which are not timely submitted for the current Grant Review Cycle will not be considered in the next Grant Review Cycle unless a new application is timely submitted by the Grant Application Due Date for such subsequent Grant Review Cycle. The grant review process includes a thorough review of the merits of each application

<b>Grant Application Due Date</b>	<b>Grant Review Cycle</b>	<b>Grant Award Dates</b>
July 1 (depending on day of the week)	July – September	October

The grant application is due on July 1, 2021 by 5:30 PM. Applications may be mailed to the address below and must be postmarked before or on July 1, 2021. If applicants need to make special arrangements for application

delivery, they must contact the foundation's Executive Director prior to the deadline. Applications are never to be dropped off at The Crossroads Institute without making prior arrangements with the TCCF Executive Director.

\*\*\*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.\*\*\*

**Contact Information:**

Terri Gillespie, Executive Director

Email: [tccfexecutivedirector@gmail.com](mailto:tccfexecutivedirector@gmail.com)

Mail: PO Box 1131, Galax, VA 24333

Office Location: 1117 East Stuart Drive, Galax

Phone: (276) 601-8011

Website: [www.twincountycommunityfoundation.org](http://www.twincountycommunityfoundation.org)

Social Media: [www.facebook.com/TwinCountyCommunityFoundation](http://www.facebook.com/TwinCountyCommunityFoundation)

Revised 4/29/21



## Grant Cover Page

Organization: \_\_\_\_\_ TAX I.D. # \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_ Web Site: \_\_\_\_\_

Alternate Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Summarize your proposal and how it fits with the Foundation's missions and priorities:

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The Project was approved by your governing organization on \_\_\_\_\_.

If you are submitting more than one grant in this grant application deadline, please prioritize. \_\_\_\_\_

Project Starting Date: \_\_\_\_\_ Project Completion Date: \_\_\_\_\_

Total Project Budget (detail attached): \$ \_\_\_\_\_ Amount Requested from Foundation: \$ \_\_\_\_\_

Total Amount of Match Funds for Project (detailed attached): \$ \_\_\_\_\_ Total Organization Budget: \$ \_\_\_\_\_

Name of Fiscal Agent Organization (if applicable) \*: \_\_\_\_\_

### APPROVAL OF CHIEF EXECUTIVE OFFICER/BOARD CHAIR

The organization named above will act as a responsible agent for any funds that might be received and will comply with applicable tax laws, regulations, and Twin County Community Foundation polices. We understand that the Twin County Community Foundation requires periodic program and financial expenditure reports from grant recipients and may request the opportunity to visit our programs for purposes of project evaluation before awarding a grant or after a grant has been made.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Signature of chief executive officer/applicant organization) title date

\_\_\_\_\_  
(Print chief executive officer/applicant organization) title

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(Signature of Board Chair) title date

\_\_\_\_\_  
(Print Board Chair) title

# Evaluation Report

Please use the following examples to complete the next page.

<b>Identified Problem, Need, Situation</b>  (Planning)	<b>Service or Activity</b>  (Intervention)	<b>Outcome</b>  (Benefit)	<b>Indicator</b>  (Performance)	<b>Actual Results</b>  (Performance)	<b>Measurement Tool</b>  (Accountability)	<b>Data Source &amp; Frequency of Data</b>  (Accountability)
What issue needs to be addressed?	What will you do to assist/alleviate issue?	What measurable outcome will happen do to your intervention?	What results do you expect to receive (i.e. total number of citizens expected to achieve the outcome?	Actual number of outcomes that occurred.	How will you measure the results from the service/activity?	How is data collected? Who collects it? How often is it collected?
<i>Children need jump ropes for exercise.</i>	<i>Jump ropes will be provided.</i>	<i>Children will increase physical activity.</i>	<i>10 children out of 2 classes will increase physical activity.</i>	<i>5 children out of 2 classes increased physical activity.</i>	<i>Signed sheets showing receipt of jump rope.</i>	<i>Teachers collect sheets when child receives rope. Sheets are collected weekly and will be reported monthly to project staff.</i>
<i>Gym patrons need access to healthy smoothies.</i>	<i>Purchase 3 new blenders to provide smoothies.</i>	<i>Gym patrons will have access to healthy drink options.</i>	<i>An average of 10 patrons per day will have a smoothie.</i>	<i>An average of 15 patrons per day will have a smoothie.</i>	<i>Logs of number of smoothies provided.</i>	<i>Staff will use log sheet daily. Numbers will be tabulated weekly and kept on computer file.</i>

<b>Agency/Organization:</b>
<b>Project Title:</b>

<b>Identified Problem, Need, Situation</b>	<b>Service or Activity</b>	<b>Outcome</b>	<b>Indicator</b>	<b>Actual Results</b>	<b>Measurement Tool</b>	<b>Data Source &amp; Frequency of Data</b>
<b>(Planning)</b>	<b>(Intervention)</b>	<b>(Benefit)</b>	<b>(Performance)</b>	<b>(Performance)</b>	<b>(Accountability)</b>	<b>(Accountability)</b>
What issue needs to be addressed?	What will you do to assist/alleviate issue?	What measurable outcome will happen do to your intervention?	What results do you expect to receive (i.e. total number of citizens expected to achieve the outcome?	Actual number of outcomes that occurred.	How will you measure the results from the service/activity?	How is data collected? Who collects it? How often is it collected?