

Chartway Promise Grant Application Instructions



Grant requests are reviewed in their entirety to ensure they meet our criteria. While the Chartway Promise Foundation is unable to accommodate all requests, we will focus our support for those organizations or entities that best meet our community involvement objectives. Grant request submission must be received in our office by November 15th. Grants from Chartway Promise Foundation may only be used for programmatic support, funds for operational support will not be awarded.

Funding Guidelines

To be eligible for funding, organizations or entities must meet the following criteria:

- Be a part of a community in which the foundation's founding member, Chartway Credit Union, has a physical location or a large concentration of members.
- Provide a service that supports the foundation's mission to provide life-changing experiences that bring joy, hope and smiles to children facing medical hardships or illness. The Foundation will not provide funding for education or research.
- Services must be provided for children 18 years of age or younger.
- The following are **ineligible** to receive contributions:
 - Individuals, including those seeking scholarships or fellowship assistance.
 - Organizations that receive 5% or more of their funding from the United Way.
 - Advertising, marketing activities.
 - Political organizations.
 - Requests from religious organizations that are denominational or sectarian in purpose.
 - Individual pre-K through grade-12 public or private schools.
 - Colleges and universities.
 - Organizations that discriminate on the basis of race, religion, age, color, sex, disability, national origin, ancestry, marital status, sexual orientation, or veteran status.
 - Organizations outside the United States.
 - Requests that are sensitive, controversial, harmful, or pose a potential conflict with the interest of the Foundation or its founder, Chartway Credit Union.
 - Sports, athletic events, or athletic programs.
 - Labor, social, or fraternal organizations or civic clubs.
 - Travel-related events, including student trips or tours.
 - General support for medical centers or hospitals.
 - Development of production of books, films, videos, or television programs.
 - Memorial campaigns.
 - Endowment campaigns.

Grant Requests

All grant requests are reviewed in their entirety to ensure they meet our criteria. While Chartway Promise Foundation is unable to accommodate all requests, we will focus our support for those organizations or entities that best meet our **community involvement** objectives.

Grant requests must include:

- Cover letter prepared on business letterhead outlining a description of the organization's need.
- Completed Grant Application Form.
- 501 (c)(3) IRS exemption determination letter (tax-exempt charitable organizations).
- Copy of Part 1 of IRS Form 990.
- Total annual program budget.
- Attachments or supplemental documentation, such as brochures, photos, etc. These items will be accepted but cannot be returned.

Grant Review Process

All grant requests will be reviewed for eligibility. Grant applications will be reviewed at our December board meeting. All applicants will be notified by mail as to the success of the grant request.

Applications are to be sent to:

Chartway Promise Foundation
5700 Cleveland St., Ste. 101
Virginia Beach VA 23462

Note: No electronic forms will be accepted for review.

Use of Funds

Upon award of a Chartway Promise Foundation grant, the recipient organization or entity agrees to the following:

- Completion and submission of the Use of Funds Report
- Provide stories and photographs of any/all children who will benefit from this grant.
- The Chartway Promise Foundation will look forward to having the right to share these stories with our community, and to inviting them to special events as Chartway Promise children.
- Press release sent from your organization, announcing the Chartway Promise Foundation's grant (a template can be provided).
- Newsletter recognition.
- Mention of Chartway Promise in any stories involving the children who benefit as a result of our grant.
- Website recognition.
- Social Media recognition throughout the year
- Extend an invitation to participate in any relevant television appearances or newspaper/magazine articles to promote our partnership including any fundraising events for your organization.

Chartway Promise Grant Application



Prior to completing this form, please refer to Chartway Promise Foundation's Grant Application Instructions to determine if your organization or entity qualifies for consideration. **Grants from Chartway Promise Foundation may only be used for programmatic support, funding for operational support will NOT be awarded.**

Contact Information

Name of Organization

Street Address

City State Zip

Phone Email

Contact Person Title

Financial Information

Date Funds Needed Amount Requested Total Annual Program Budget

Description of what the grant will be used for:

How many children will benefit from this grant?

What percentage of your organization's fund comes from the United Way?

Other major funders and amounts (account for 10% or more of your program budget).

Does your organization have a non-profit tax-exempt classification under section 501 (c)(3) of the internal revenue code?

If yes, include proof of status.

Yes No

Return this form and additional information required to:

Chartway Promise Foundation
5700 Cleveland St., Ste. 101
Virginia Beach, VA 23462