



Benefitting Organization Donation Application

The purpose of selecting benefiting organizations by Smithfield VA Events (SVAE) is to help local organizations improve, expand and/or initiate programs and/or services that benefit the Smithfield/Isle of Wight Community.

The anticipated donation amount is \$10,000 to each pre-selected Benefiting Organization and the Board will determine the number of annual recipients and from which of our three events the donation will be made. We hold (3) annual events in January, April and October each year. Checks are presented at the Check Presentation & Volunteer Reception usually held about (3) weeks after an event. Although the intended amount is to be \$10,000, the final amount to each organization is dependent on the financial success of the event. Since SVAE was founded in 2012, it has always been able to distribute the anticipated donations.

We even carry a catastrophic insurance cancelation policy on each event, and insure our donations, but until the claim has been filed and the reimbursement check has been received we would not be able to make donations. In 2015 we had to cancel an event, and it took about seven months to get our reimbursement checks and to be able to make donations.

The Board determined the \$10,000 amount with several thoughts in mind. First, we want to it to have a significant impact on the organization. The SVAE Board felt like \$10,000 is a nice boost to almost any organization. It is enough to make a difference, but also allows us to share the proceeds to multiple organizations annually.

SVAE also gives tens of thousands of dollars annually in donations back to groups who volunteer for our events. That is a different type of donation from being a Benefiting Organization. You do not have to be a previous Volunteer Group to be eligible as a Benefiting Organization.

If you are interested in getting involved with us as a Volunteer Organization please contact our Volunteer Manager at Volunteer@SmithfieldVAEvents.com.

SUBMISSION PROCESS & TIMELINE:

May 30 th – August 15 th	Submissions accepted via email only.
Mid Aug - September	SVAE Board reviews. Organization may be contacted if additional info is needed.
Late Sept /Early Oct	Organizations notified of selections for upcoming year.
Late Oct	Selected Organizations are invited to attend the Check Presentation for the Bacon, Bourbon Beach Music Fest to be recognized for as the upcoming year's recipients.



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Questions? Contact Gina Ippolito at (757) 869-0664 or Gina@SmithfieldVAEvents.com

Eligibility Criteria

- Organizations that service or have a significant benefit for Smithfield and Isle of Wight County. Organizations can be from outside the local area, but must demonstrate substantial benefit to residents of Smithfield/Isle of Wight County.
- The organization must benefit the targeted community as a whole.
- The donation must have a demonstrated significant impact for the organization.
- The grant cannot be used for annual operating expenses, used for lobbying the government, or engagement in legislative or political activity.
- The grant should be used for new or expanding projects, equipment, program supplies or in support of programs and services with an identifiable benefit for the targeted community.
- Donations can be given to organizations, including but not restricted to community/social/civic groups, service clubs and school Parent Advisory Councils, parent/teacher groups, cultural groups, community sports leagues, and environmental organizations. The organization must be an identifiable non-profit/charitable organization and TAX ID # and type of charitable/non-profit organization will need to be provided.
- Capital projects will be considered. The project must have a demonstrated impact and must be sustainable by the organization.
- Organizations must show the specific use for the funds.
- Organizations that have received grants in the past can apply again. The selection criteria will include a weighting toward those organizations that have not yet received funds.
- The organization must have demonstrated leadership and sustained continuity.

Scoring/Evaluation Process: SVAE Board members will evaluate all applications using a scoring sheet based on the application criteria. The purpose of this is to make the selection as objective as possible, while allowing room for judgments by the Board. Once applications are scored and tallied, Board members will vote to determine the selections for the upcoming year's events.



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Application Questions & Instructions

DEADLINE 12 Midnight August 15, 2017.

- 1) *Please address all of the questions below in a WORD document, 12 point font, single-spaced and include as an attachment to an email to Gina@SmithfieldVAEvents.com*
- 2) *In Subject line please type: SUBMISSION 2018 – (& YOUR ORGANIZATION NAME)*
- 3) *Include item # before each answer. Leave a blank space between each numbered item.*
- 4) *Be complete in your answers but not overly descriptive please.*
- 5) *You will receive a confirmation email that your submission was received.*
 1. Organization Name & Mailing Address.
 2. Is this the same name that a check would be payable to? If different, please list.
 3. Contact Person Name, Email and Best Phone number:
 4. TAX ID # and type of charitable organization. (501 c 3, 501 c 4 or other)
 5. Year organization was founded & list of leaders/board members.
 6. Describe your organization and its principal mission.
 7. Describe the project, program or service the money will be used for.
 8. How will the funds benefit the Smithfield/Isle of Wight Community? If applicable, include # of people you serve in our targeted area.
 9. What percent will the donation (\$10,000) be to your overall annual budget?
 10. How else do you get funds for your organizations to operate? (ex: hold fundraising events, solicit donations, grants, membership dues/fees)
 11. Does your planned use of this funding (\$10,000) require additional funding to be successful? If so, how much is still needed? How do you plan on getting those additional funds? Do you currently have some of it already?
 12. Is your organization a previous SVAE Benefitting Organization recipient? If so, list year(s) if known? If you don't know, it is fine, we can look it up in our records.
 13. Describe your specific plans for using \$10,000.
 14. If the funds are for a capital project, what percent will the funds represent of the total project cost?
 15. If funds are for a capital project, explain how future upkeep/maintenance for project will be sustained in the future.
 16. Describe the time frame of when the money will be spent.
 17. Is there a critical timeframe or deadline during the year that you would need this funding? This helps us make determination of which event organizations benefit from.
 18. Is there anything else you would like to tell us?