



Benefiting 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 (2-3) 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 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. Please note: If your organization is a benefiting for a specific event, and your organization also volunteers, you only receive the \$10K amount, not an additional check for volunteer group hours.

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 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:

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| Mid/Late – August 15 th | Submissions accepted via email only in the requested format only. (Word document file only for submission. PDF's or other file types can be used for supplemental info, but only WORD documents accepted for actual application.) |
| Mid Aug - September | SVAE Board reviews. Organization may be contacted if additional info is needed. |



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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.

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 by their own organizations. Submissions that are a direct "pass-thru" for donations to another organization are not eligible.
- 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.



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- 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.

Application Instructions

DEADLINE 12 Midnight August 15, 2018.

1) Please address all of the questions in a WORD document, 12-point Arial font, single-spaced and include as an attachment to an email to Gina@SmithfieldVAEvents.com

Please note that submission of answers to application questions **MUST** be in WORD. PDF's or other file types may be used if supplementing application with additional information, but are not permitted for actual application. Submissions that are not submitted in proper format will not be accepted and returned.

2) In Subject line of email please type:

SUBMISSION 2019 AND & YOUR ORGANIZATION NAME.

3) Include # & question before each answer. Please leave a blank space between your answer and the next question.

4) Be complete in your answers but not overly descriptive please.

5) You will receive a confirmation email that your submission was received. It is your responsibility to check and confirm your application was received. Please allow 2-3 business days normally for email confirmation.