



Benefiting Organization – Instructions & General Info – READ FIRST

Application Instructions

DEADLINE TO SUBMIT BY EMAIL: August 15, 2022.

1) Read this entire *Instructions & General Info* and the *Score Sheet* before filling out the *Application*.

2) Open the application file. It is a Word document. Type in your answer under each question. Please leave the original question. Please do not change the spacing or font, it is already set. When finished, use your *Organization Name - SVAE Grant 2023* to save the file.

Example how to name document when saving:

Smithfield Youth Sports – SVAE Grant 2023

3) Be complete in your answers but not overly descriptive please. Short, brief and to the point are best. We get a lot of applications and it's a lot of reading, so keep it on point please.

4) Email the completed application, using the proper subject line (see below). If needed, attach additional supporting documents.

Email to: Gina@SmithfieldVAEvents.com

In subject line of email please type:

SUBMISSION 2023 – (AND & YOUR ORGANIZATION NAME)

Email Subject Line Example:

SUBMISSION 2023 – Smithfield Youth Sports

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 for email confirmation.

General Info on Application Process:

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.

Awards are given for either a \$5000 or a \$10,000 grant. The SVAE Board will determine the number of annual recipients and from which festival the donation will be made. We hold (3) annual events in January, April, and October each year. Although the intended



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amount is to be \$5000 or \$10,000, the final amount to each organization is dependent on the financial success of the event.

There is a chance that we might not be able to make the donations on time. 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 due to a hurricane, and it took about seven months to get our reimbursement check from the insurance company. In 2020 when the pandemic force cancellation of festivals it was not covered by insurance. We could not make the anticipated donations until we were able to go back to holding festivals.

The Board determined the \$5000 or \$10,000 amount with several thoughts in mind. First, we want it to have a significant impact on the organization. The SVAE Board felt like either of these amounts is a nice boost to 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 will receive the check as a benefiting organization in addition to a volunteer group check for your hours worked

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 us at Volunteer@SmithfieldVAEvents.com.

Timeline for Submissions:

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| May – Aug 15th | Submissions accepted via email only in the requested format only. |
| Aug 16th - 31st | All applications are reviewed and if any supplemental info is needed organization is contacted and must reply by Sept 15 th . |
| Sept 15th- Oct 15th | Board reviews applications, completes scoresheets. |
| By Nov 1st | Board makes final selections and organization are notified. Press Release is sent out to media outlets. |



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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. Awards are not made for a single scholarship fund, travel sport teams, or a single specific person.
- The grant must demonstrate a significant impact for the organization.
- The grant cannot be used for annual operating expenses, lobbying the government, or engagement in legislative or political activity.
- The grant can 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.
- Your organization does not have to volunteer with us to apply for one of our grants. Grants can be given to organizations, including but not restricted to community/social/civic groups, service clubs, churches, school organizations, parent/teacher groups, cultural groups, community-based 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. *For example, your organization wants to fund a children's educational summer program at the local museum, but your organization is NOT GOING TO ADMINISTER or run the program, you are just going to give the money to the museum, and they will run the program. You would just be a "pass-thru". The Museum is welcome to make an application themselves for the summer educational program.*



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- 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. If you don't know if your organization has received funds before contact Gina@SmithfieldVAEvents.com or call 757-869-0664 and ask.
- The organization must have demonstrated leadership and sustained continuity.
- Organizations must be willing to let SVAE release info and photos/videos including press releases, social media and website posting of what award is being used for.
- NEW – Organizations will be required to submit a **"Use of Funds Report"** including submitting photos and or videos of your organization in-action or demonstrating the project that used the funds. Timeline for turning in this report is due within 30 days of use of the funds. SVAE will provide you with the reporting form.

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.

It is recommended that groups applying review the **"Scoring Criteria"** prior to filling out their application.

Questions?

Contact Festival Director, Gina Ippolito
Phone: (757) 869-0664
Email: Gina@SmithfieldVAEvents.com