



## **2024 Benefiting Organization Grant Application Info & Instructions**

**DEADLINE TO SUBMIT BY EMAIL ONLY: August 31, 2023.**

*Note: If instructions for formatting, naming & submitting your application are not followed, your application will not be accepted and returned to you for correcting.*

- 1) Read all information in the **Info & Instructions**, **Scoring Criteria** and **Post Grant Report Form** before filling out the **Application Questions**.
- 2) The **Application Questions** document is in word format. Type in your answer under each question. Please leave the original question & do not change the spacing or font. Save it as a word document (do not convert it to a pdf). Be complete & concise in your answers (not overly descriptive and wordy please).
- 3) **Name and save your application** per the instructions below, and then send it via an email as an attachment, also following the instructions below.

**How to name your application document when saving:** Use your organization name, hyphen, and SVAEvents 2024. Save it as a WORD file only. Do not convert it to a pdf.

*\*\*If you have additional documents you are attaching, they can be other file types, like photos or a pdf but your actual application MUST BE IN A WORD FILE.*

*(Example of naming the application document):* **Smithfield Rotary Club – SVAEvents 2024**

**How to Email it, and what to put in the Subject Line:** Attach the application to your email.

**Email to:** [Grants@SmithfieldVAEvents.com](mailto:Grants@SmithfieldVAEvents.com)

**What to put in the Subject Line:** **Grant 2024 - Name of your Organization**

*(Example Subject Line):* **Grant 2024 - Smithfield Rotary Club**

- 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. If you do not receive a confirmation, please call Gina at 757-869-0664.
- 6) If you are awarded a grant you are required to send us the **Post Grant Report Form**. It is due within (30) days of you spending the funds. If at six months, you have not expended all the funds, you will need to still submit the report explaining the status and then file another post report when you are complete.

### **Questions?**

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

**General Information about our grants:**

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 VA & Isle of Wight County communities.

The Board determined the \$5,000 or \$10,000 grant amounts with several thoughts in mind. They wanted it to have a significant impact on the organization. They felt like these amounts would be a nice boost to an organization. It is enough to make a difference, but also allows SVAE to be able to make multiple grants annually.

The SVAE Board will determine the number of annual recipients and from which festival the donation will be made. Although the intended amount is to be \$5,000 or \$10,000, the final amount to each organization is dependent on the financial success of the event.

Although we fully intend to fund all grants, situations occur that may delay our ability to make them. (Ex: event cancelled due to a hurricane or a pandemic). We carry a catastrophic insurance cancelation policy on each event, but until the claim has been filed and the reimbursement check has been received, we would not be able to make donations. It can take months to resolve a claim. Therefore, we can only fund the grants if we get to hold the events or get the anticipated insurance settlement. In the event your grant gets delayed, it would be rolled over and funded as soon as we are financially able to do so.

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 your organization is a grant recipient for a specific festival, 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.

If you are interested in getting involved with us as a Volunteer Organization, please contact us at [Volunteer@SmithfieldVAEvents.com](mailto:Volunteer@SmithfieldVAEvents.com).

**Timeline for 2024 Submissions:**

<b>May - Aug 2023</b>	Submissions accepted via email only in the requested format only. DEADLINE: Aug 31, 2023.
<b>Sept 2023</b>	Board initially reviews applications and if any supplemental info is needed organization is contacted.
<b>Oct 2023</b>	Board reviews applications and completes scoresheets.
<b>Nov 2023</b>	Board makes final selections and organizations are notified. Press Release will be sent out to media outlets.
<b>2024</b>	Awards paid 15-30 days after the festival.

**Eligibility Criteria**

- Organizations must service or have a significant benefit to Smithfield VA and/or Isle of Wight County. Organizations can be located 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 that it will have significant financial 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 or programs, 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. 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. This would be considered a "pass-thru" and therefore would not be eligible. The Museum is welcome to make an application themselves for the summer educational program.*
- 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 that is ok, just answer “Not Sure” and we can look it up.
- The organization must demonstrate ability for sustained future leadership and operation.
- Organizations must be willing to participate in photo/video interview shoots and to permit SVAEvents to use such photos/videos on our websites, social media, and press releases.
- Organizations will be required to submit a “**Post Grant Report Form**” including either participating with our marketing company to video comments, interview or take photos demonstrating the project or program that funds were used for or sending us self-taken photos. Timeline for returning report is within (30) days of use of the funds or at (6) months after receiving funds whichever comes first.

### **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.