



## **2026 Benefiting Organization Grant Application Info & Instructions**

**DEADLINE TO SUBMIT BY EMAIL ONLY: August 31, 2025.**

**Read all instructions and grant documents before filling out an application. Grants not submitted correctly will not be considered and will be returned.**

**GRANT DOCUMENTS CAN BE FOUND ON OUR WEBSITE, [SmithfieldVAEvents.com](http://SmithfieldVAEvents.com) on the “Get Funds for Your Org” page or request them to be emailed to you by sending a request to [Grants@SmithfieldVAEvents.com](mailto:Grants@SmithfieldVAEvents.com)**

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

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### **Section 1: 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 cancellation 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).

## **Section 2: Timeline for 2026 Submissions:**

<b>May - Aug 2025</b>	Submissions accepted via email only in the requested format only. <b>DEADLINE: Aug 31, 2025.</b>
<b>Sept 2025</b>	Board initially reviews applications and if any supplemental info is needed organization is contacted.
<b>Oct 2025</b>	Board reviews applications and completes scoresheets.
<b>Nov 2025</b>	Board makes final selections and organizations are notified. Press Release will be sent out to media outlets.
<b>2026 at Festivals</b>	Organization sends rep(s) to festival receiving award and participates in a brief stage presentation at the festival with pictures/videos taken. Actual award checks will be paid out 15-30 days after the successful completion of the festival.
<b>May 6, 2026</b>	End of Season Reception - Grant Recipients for fests held during the 2024/25 Season (Bacon 2024, BOB 2025 and Wine 2025) will need to send reps to attend the end of the season reception at the Smithfield Center.
<b>Post Grant Reporting</b>	A post grant report is due within 30 days of expending funds. If funds not expended within (6) months of receiving award, a status update will need to be submitted and then after funds are expended in full a post grant report is due.

## **Section 3: Eligibility Criteria**

- Organizations that have received grants in the past are eligible to apply again, **however if you received a grant for a festival held in 2025, you are not eligible to apply for a 2026 grant.** The selection criteria will include a weighting toward those organizations that have not ever 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 be an identifiable non-profit/charitable organization and TAX ID # and type of charitable/non-profit organization will need to be provided in the application. Grants can be given to organizations, including but not restricted to community/social/civic groups, service clubs, churches, school organizations, parent/teacher groups, booster clubs, cultural groups, community-based sports leagues, and environmental organizations.
- 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 and can service others but must demonstrate substantial benefit to citizens of Smithfield/Isle of Wight County.
- The organization must benefit the community as a whole. Targeted groups of the general population are acceptable; however, awards are not made for a single scholarship fund, a single travel sport team, 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.
- Although volunteering at our festivals is not a requirement to apply, your organization can get involved with SVAEvents as a volunteer group and raise funds for your organization. Even if you don't volunteer on a regular basis, please consider volunteering at one of our festivals during the year of your award. Contact us at [Volunteer@SmithfieldVAEvents.com](mailto:Volunteer@SmithfieldVAEvents.com).
- 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.*
- The organization must demonstrate ability for sustained future leadership and operation.
- Organizations that are awarded funds, 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. Videos will also be given to your organization to also use for your own purposes. Check out [www.PartyWithPurposes.com](http://www.PartyWithPurposes.com) to see examples.
- Organizations that are awarded funds will need to send rep(s) to festival that you are receiving award from and participate in a brief stage presentation at the festival with pictures/videos taken. You do not have to attend the actual festival. Award checks will be paid out 15-30 days after the successful completion of the festival.
- If you are a \$10,000 recipient, a representative from your organization may be asked to speak at our Annual May Reception presentation program, regarding the impact the grant has or will have on your organization. If you have photos of your program or project, we can incorporate them into the PowerPoint for the reception.
- 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.

## **Section 4: 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 discuss, weigh many factors and vote to determine the selections for the upcoming year's events.

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

	<b><u>Scoring Criteria - SVAEvents - Benefiting Organization</u></b>	<b>% OF TOTAL</b>	<b>MAX POINTS PER CATEGORY</b>
<b>A</b>	<b>Organization is an identifiable nonprofit/charitable organization.</b>	<b>7%</b>	<b>2</b>
<b>B</b>	<b>Strength/history of the Organization - the degree to which the organization can be relied upon to use the funds as stated.</b>	<b>7%</b>	<b>2</b>
<b>C</b>	<b>Has Organization been a past grant recipient? Organizations that have not ever received a grant will be given (2) points. Regardless of the number of times they have been a recipient, organizations that have received a \$10K grant will get a (0) and those that received a \$5K grant will get (1).</b>	<b>7%</b>	<b>2</b>
<b>D</b>	<b>Benefits community at large - the degree to which this benefit will impact the ENTIRE community VS. FOCUSED group.</b>	<b>17%</b>	<b>5</b>
<b>E</b>	<b>Benefits Smithfield/IOW – the degree to which this benefit will be specific to citizens of Smithfield/IOW. (vs. benefiting citizens from other locations)</b>	<b>17%</b>	<b>5</b>
<b>F</b>	<b>Impact the donation will have for the Organization - How important is this donation to the organization? Will it have a significant impact on the organization? Will the impact carry over into other years?</b>	<b>17%</b>	<b>5</b>
<b>G</b>	<b>Plans in place for the grant - Does the organization have definite, stated plans for the funds? Will the benefit be used for new or expanded programs and services? If a capital project, does this funding enable the organization to complete their project, or do they need to acquire more funding? If so, do they have a plan in place for obtaining additional funding?</b>	<b>17%</b>	<b>5</b>
<b>H</b>	<b>Intangibles/SVAE Board Member Personal Reflections - Think about some of the benefits in the application that might not be reflected in the other categories and award additional points to a submission. This is based on your personal thoughts on the organization and your evaluation of the merit of their submission.</b>	<b>13%</b>	<b>4</b>
	<b>TOTAL: SCORE POSSIBLE SCORE</b>	<b>100%</b>	<b>30</b>

## **Section 5: Submission Requirements & Process:**

**DEADLINE TO SUBMIT BY EMAIL ONLY: August 31, 2026.**

*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. Be complete & concise in your answers and not overly descriptive and wordy please.

3) **Name and save your application** per the instructions below, and then send it via email as an attachment, also following the instructions below.

### **How to name your application document when saving:**

Use your organization name, hyphen, and SVAEvents 2026. Save it as a WORD DOCUMENT file only. **Do not convert it to a pdf.**

**(Example of naming the application document): Smithfield Rotary Club – SVAEvents 2026**

*\*\*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.*

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

**Email to: Grants@SmithfieldVAEvents.com**

**What to put in the Subject Line: Grant 2026 - Name of your Organization**

**(Example Subject Line): Grant 2026 - Smithfield Rotary Club**

6) **Video Submission (Optional):** If submitting a short video with your application you can try emailing it or if too large a file, it you may need to put it on a zip-drive and delivered to our office. Contact Fest Director if you have trouble with video submission.

6) 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.

## **Section 6: Post Grant Reporting Requirements:**

Within (30) days of expending your grant funds, you will need to complete the **Post Grant Report** and return it via email.

If within (6) months of receiving your grant, you have not expended all the funds, you will need to complete Question #1 and update us on your status. When you finish your project, you will need to resubmit a fully completed Post Grant Report.