



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 either a \$5000 or a \$10,000 award to each pre-selected Benefiting Organization. The SVAE 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 \$5000 or \$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 \$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.



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SUBMISSION PROCESS & TIMELINE:

Mid May –Aug15 th	Submissions accepted via email only in the requested format only. (Word – 12 font size). Additional info can be PDF or images, but actual application needs to be a word document)
Mid Aug - September	SVAE Board reviews. Organization may be contacted if additional info is needed.
Mid - Late Sept	Board makes selections and organizations are 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. Awards are not made for a single scholarship fund, a single travel sport team, or a single specific person.
- 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.



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- 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. *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.*
- 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.

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 this criteria prior to filling out their application.



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Application Instructions

DEADLINE 12 Midnight August 15, 2019.

1) Please answer all of the questions in a WORD document, 12-point font, single-spaced and include as an attachment in 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 2020 – (AND & YOUR ORGANIZATION NAME) For example:***

“SUBMISSION 2020 – Smithfield Youth Sports”

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.

**QUESTIONS: Please contact
Gina@SmithfieldVAEvents.com or call 757-869-0664.**