

THE ALLEGHANY FOUNDATION APPLICATION GUIDELINES

GENERAL POLICY

The Alleghany Foundation is organized for charitable purposes. The Foundation's vision is to be a resource for and partner with eligible organizations to make the Alleghany Highlands a civically engaged, prosperous region that builds upon its assets to produce vigorous opportunities for all its residents. (Applicants are encouraged to review the Foundation's [Strategic Plan](#) prior to applying.)

Eligible Organizations: Grants are made to institutions and organizations that qualify under IRS regulations as tax exempt and that are not private foundations as defined by the IRS. Priority is given to organizations serving the Alleghany Highlands. Priority is also given to work that advances one or more of the Foundation's following identified areas of focus:

- Economic Transformation
- Educational Attainment
- Community Capacity
- Health and Wellness
- Leadership and Civic Vitality.

Special consideration will be given to applications that demonstrate the ability to leverage Foundation funding with public and other ongoing financial support. The Foundation seeks to be a catalyst for projects but not to supplant other public or private funding sources.

Uses of Funds: Although the Foundation has not established inflexible limitations upon the purposes for which it will award grants, in general, grants will not be made for debt reduction, endowment funds, or ongoing general operating expenses or existing deficits. In addition, requests that are not of a recurring nature are given preference.

GRANT-MAKING PROCESS

The Foundation may itself initiate grants or it may award grants in response to formal applications submitted following the "Application Guidelines" described below.

When the Foundation receives an application, it is initially reviewed by Foundation staff to determine whether it conforms to the Foundation's guidelines and whether it appears to contain adequate information. In some cases, the Foundation may request additional information. Applications must either be postmarked by March 1 or September 1 or received in the Foundation office on or prior to those dates. When a due date is on a weekend or a state holiday, the due date for filing or postmark will be the next business day (Monday through Friday, 9 a.m. to 5 p.m., EST). The board of Directors will normally act on applications by June 1 and December 1.

All communications with the Foundation should be directed to the executive director or Foundation staff. Applicants are discouraged from contacting individual Directors, either before or after a grant application has been made and acted upon. The Directors as a group make each decision, and, once made, the decision will be communicated in writing, within two weeks.

The Directors of the Foundation will normally meet on a semiannual basis to award grants. In some cases, the Directors may ask for additional information or for a site visit either before or after their meeting.

Applicants need to keep in mind that almost every application the Foundation receives is meritorious. Because of the number of such requests, the Foundation must pick and choose, therefore, many worthy requests must be declined. In some cases, requests may be declined because of timing, and applicants should

not be discouraged from future requests. And, in any event, applicants should understand that rejection of a proposal is not a rejection of the proposer.

PAYMENT AND ACCOUNTABILITY

For approved projects, a report on the use of the funds and the status of the project must be submitted to the Foundation on a quarterly basis. In general, payment of grants is made through a reimbursement process.

APPLICATION GUIDELINES

The Foundation does not require applications to follow a strict format. In general, each organization applying for a grant is expected to submit **thirteen copies of a written proposal that includes** the information listed below:

- A [one-page cover sheet](#) which succinctly states the applicant's address and contact information, total project budget, amount requested from The Foundation, and a brief description of the project or activity proposed. (An [application cover sheet form](#) is available for download.)
- A written **narrative** that provides:
 - A brief **description** of the **organization**, its **history** and **purpose**
 - A concise description of the **project or activity** proposed, including the specific purposes for which grant funds are requested
 - How the proposal advances one of The Foundation's **focus areas**
 - The **needs** to be met
 - What will change/be better (**outcomes**) from the project and by how much (**measures**)*
 - Your plans for **evaluating** the project's results
- A brief, **biographical background** including related education and/or work experience of the person who will conduct or supervise the proposed program.
- A detailed **financial plan** that includes the total cost, the specific amount requested, the amount raised to date, plans for procuring the remainder, other funding sources, and provision for contingencies and ongoing support. If this work is ongoing or is a capital improvement that requires future maintenance, please describe the plan for sustaining the project following grant completion.
- **Financial statements** for the current and two previous fiscal years showing major sources of organizational support and endowment, if any. A new organization should submit pro forma financial statements for its first two years. Public institutions (such as local government entities or public agencies) need submit only one copy of their financial statements.
- A **letter** from an official of the organization stating that the governing body of the organization has formally approved the proposed application to the Foundation. Applications should not include endorsement letters. Projects involving two or more collaborating organizations should include a letter from the partnering organization(s) clearly stating what role it will play and what resources it will contribute or support.
- **Names and affiliations** of the organization's trustees, directors, advisors, and principal staff.
- Evidence that the organization is **exempt from federal income tax** under Section 501(c)(3) and is not classified as a private foundation or private operating foundation as defined in Section 509(a) of the Internal Revenue Code and a certification that the organization's status is unchanged.

* This information is optional until after January 1, 2012, when providing this information becomes a requirement.

*Submitted applications become the
property of The Alleghany Foundation.*

Applications may be submitted at any time.

Proposals and correspondence concerning grants should be addressed to:

The Alleghany Foundation
Mailing: Post Office Box 1176
Street: 450 West Main Street
StellarOne Bank Building
Covington, Virginia 24426

Telephone: (540) 962-0970
Facsimile: (540) 962-1770
Email: allegfnd@aol.com