



Sudden & Urgent Needs (SUN) Grant Guidelines

Purpose:

The Community Foundation understands that our non-profit partners are often the first to respond to a community crisis or an emergent need. As such, a grant making program that is responsive to an urgent event and/or a new, emergent need in our community will help ensure that organizations have access to the resources needed to provide essential services for the economic, social, mental, and physical well-being of individuals in our region. The goals of the Sudden and Urgent Needs (SUN) grants are:

- to be responsive to the needs of our community and provide resources to organizations in a time-sensitive and time limited manner,
- to address a new or an increased programmatic need as result of an identified emerging community need and/or emergency event, and
- to provide flexible support to our non-profit partners.

We define a sudden and urgent event as one that is: time bound, requires immediate attention or action, and is in response to a critical situation. Funds are not to be used for traditional, ongoing programmatic or operating expenses, or for unforeseen budgetary challenges. Organizations may apply for reimbursement for a proposal that meets the goals of the grant program within 90 days of the incurred expenses. Documentation of how funds were used, such as receipts, will be required for reimbursement. The SUN grants are available to community-based organizations within the service area on an annual basis.

Grant Size and Funding Uses

We are currently awarding grants up to \$10,000. Eligible uses of funding include personnel and programmatic costs to meet an increase in activity and/or demand of services during a time of community crisis. Reimbursement for a past expense that meets these criteria will also be considered. We are open to supporting other uses of funding that do not fall within these categories, but that contribute to the goals above.

Additionally, applicants can opt-in to having their proposal shared with our donor partners through the quarterly Giving Opportunities newsletter.

Ineligible Requests

This grant opportunity is focused on expanding existing or new services for vulnerable residents, and not on general operations for nonprofits that have experienced a loss of revenue. Requests for general operating expenses are ineligible.

Who Can Apply?

To be considered eligible, applicants must be a 501(c)(3) nonprofit organization, school, governmental or religious entity, or a group that is fiscally sponsored by a 501(c)(3) organization whose work directly benefits residents of Charlottesville or the counties of Albemarle, Nelson, Louisa, Fluvanna, Greene, Orange, and Buckingham. If an applicant does not have a fiscal sponsor, the foundation will work to help match them with one. Organizations may submit one application per year, unless the organization is serving as a fiscal agent for another organization.

How to Apply

Proposals are submitted through our Grants Lifecycle Manager online system. Applicants are asked to provide a supporting budget and to describe the following:

1. How your group/organization's work and history reflect the purpose of the grant program.
2. The underlying causes of the issue/inequity being addressed, your vision of success, and how you plan to accomplish your goal(s).
3. The roles of key leaders and partners and why they are well-positioned to do this work.
4. How your work is guided by those who are most impacted.

If you have an application that you have submitted to another funder that thoroughly describes your request, feel free to submit that application and budget to us instead. If you submit a previously written application, be sure to include all relevant information asked above and how this request matches the goals of the SUN program. All application submissions will be reviewed by the Community Advisory Committee using the above criteria.

Deadline

Applications are accepted on a rolling basis as long as funds are available. Decisions are announced quarterly (in March, June, September, and December).

Criteria

The Review Committee will be considering the following when reviewing your proposal:

- **Alignment:** The applicant's work clearly and thoughtfully matches the goals of the SUN grant program.
- **Impact:** The applicant demonstrates a deep understanding of an inequity/need experienced by their focus community and offers a clear and compelling pathway for redress.
- **Capacity:** The applicant is well positioned to lead the proposed work at this time.
- **Power Building/Sharing:** The people most impacted by the issue are informing/co-creating the response effort.
- **Care for Resources:** The proposed budget makes sense for the activities and outcomes outlined in the proposal.

Decision-Making Process

Applicants will receive an email acknowledgement of their application upon submission.

Applications will be reviewed by foundation Staff, evaluated by the foundation's Community Advisory Committee Members, and then approved by the foundation Board of Directors.

Proposals shared with our donor partners will be reviewed at their discretion.

Evaluation

Foundation staff may contact grantees for periodic updates depending on the nature of your proposal. Upon depletion of the funds, the Foundation requests a brief impact narrative and final budget report.

Questions

Contact the Programs Team at grants@cacfonline.org or (434) 296-1024 with questions about this opportunity.