Sudden & Urgent Needs (SUN) Grant Guidelines

Purpose:
The Community Foundation understands that our grassroots and frontline partners are often the first to respond to a community need or crisis. As such, the goal of the Sudden and Urgent Needs (SUN) grant program is to provide flexible and immediate support to groups responding to a time-sensitive and time-limited emergency event or an emerging need in our region. We define a "sudden and urgent" event as one that is: temporary, critical, and requires an immediate, time-limited response.

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 a temporary increase in activity or services due to a community crisis or emerging need. We are open to supporting other uses of funding that do not fall within these categories, but that contribute to the goals above.

Reimbursement for a past expense that meets these criteria will also be considered. Applicants 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.

Additionally, applicants can opt-in to having their proposal shared with our donor partners.

Ineligible Requests
Requests for typical programmatic and general operating expenses are ineligible. This grant opportunity is focused on expanding existing or new services for vulnerable residents, and not on closing funding gaps for nonprofits that have experienced a loss of revenue or other common budgetary challenges.

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, Buckingham, Fluvanna, Greene, Louisa, Nelson, and Orange. If an applicant does not have a fiscal sponsor, we will try our best to help match them with one. Applicants may submit one successful application per year, unless the applicant is serving as a fiscal agent for another group or 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 purpose and goals of the SUN program. All application submissions will be reviewed by the Community Advisory Committee using the criteria below.

Deadline
Applications are accepted on a rolling basis as long as funds are available. An award decision and payment are typically made within a month of submission.

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 staff to determine eligibility and evaluated by our Community Advisory Committee.

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

Reporting
Foundation staff may contact grantees for periodic updates depending on the nature of the 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.