



2024 PB&J Fund Funding Guidelines and Policies

The Charlottesville Area Community Foundation was established on the ideals of interconnectedness, of neighbor helping neighbor and of valuing the lives of others. We must invest in one another, now more than ever, to pursue a healthy, just and equitable region for all of our residents.

The mission of The PB&J Fund is to support programs within the community that both:

- empower children and/or families through culinary and nutritional education, and
- help improve access to affordable, healthful food for under-resourced community members.

The Fund envisions moving our local and global community towards food sovereignty.

The PB&J Fund values:

- Respect: appreciating the differences and assets of all people, communities, and cultures;
- Learning: fostering an enjoyment of eating healthfully;
- Caring: Ensuring a seat at our table where bellies are filled with nutritious and delicious food;
- Collaboration: Improving our community's resources through partnership.

AWARD SIZE & FUNDING USES

PB&J Fund awards will be one-time, unrestricted awards of up to \$25,000 to be used over the period of one year or multi- year, unrestricted awards up to two years (\$50,000 total) within the funding commitment set forth by the grantors. Our goal through this grant program is to support the mission of The PB&J Fund grant program.

We strive for inclusivity and accessibility. If you are having difficulty imagining how your organizations' work fits into this goal, our staff is available to guide you through the process.

ELIGIBILITY REQUIREMENTS

The PB&J Fund will focus on proposals affecting populations living within the City of Charlottesville and Albemarle County.

Applicants must be a 501(c)(3) organization, governmental or religious entity, or fiscally sponsored by a 501(c)(3) organization. Organizations may only submit one application, unless the organization is a public school. All eligible organizations are welcome to apply regardless if they have previously received funding from the foundation.



Fiscal Sponsor Policy

Fiscal sponsors may only submit one application. However, fiscal sponsors may be listed as the fiscal agent on multiple proposals. Fiscally sponsored organizations may only submit one application and must list their fiscal sponsor as their fiscal agent.

Public School Policy

Public school divisions may submit more than one application per grant cycle; however, individual schools may only submit one application. The Fund will consider proposals for activities that provide educational and enrichment opportunities that are complimentary to the core curriculum. All proposals must be submitted by the Superintendent's Office and include a letter of support from the Superintendent.

Private School Policy

Private and independent schools may submit one application per grant cycle. The Fund will consider proposals that demonstrate a benefit to the broader community. Private and independent school proposals must include a letter of support from the Principal or Headmaster.

Consecutive Year of Funding Policy

There will be no restrictions on consecutive year funding during this round of The PB&J Fund grants program.

Confidentiality Clause

It is the policy of the Charlottesville Area Community Foundation that all discussion of the applicant's proposal remains confidential from public discourse during the application process. This policy must be agreed and adhered to by the applicant, board members, review committees, and staff of the Charlottesville Area Community Foundation. Confidentiality does not negate the foundation's commitment to transparency. This policy is not intended to prevent disclosure where disclosure is required by law; however, all involved parties are cautioned to demonstrate professionalism, good judgment, and care to avoid unauthorized or inadvertent disclosures of confidential information. Unauthorized disclosure of confidential or privileged information is a violation of this clause and can possibly delay or hinder the application process.

INELIGIBLE FUNDING REQUESTS

The following requests are ineligible for funding:

- Replenishing reserves or endowments
- Reimbursing expenses already accrued



AWARD CRITERIA

The PB&J Fund Grant Committee will use the following criteria when reviewing proposals:

Alignment - The proposal demonstrates an alignment with the timing and purpose of this grant program and fulfills a community benefit.

Capacity - The organization has the leadership, knowledge, partnerships, etc. to be successful.

Engagement & Equity – People most impacted by the work/issue are helping inform/co-create the efforts to solve the issue.

Financial Stewardship– There is clear alignment between the proposed budget and the activities and goals outlined in the proposal.

Impact – The outcomes and expected impact of the organization and/or program are clearly outlined, as well as the methods for evaluation and measuring impact.

EVALUATION PROCESS

1. The foundation staff screen applications for initial eligibility.
2. Eligible applications are reviewed, summarized, and shared with the PB&J Fund Grants Committee. This committee is composed of volunteer community members from throughout the region.
3. The applications are reviewed by committee members and scored according to the Grant Criteria listed above.
4. The PB&J Fund Grants Committee will finalize recommendations and select applications they feel best meet the goals of the grant program.
5. Committee recommendations are approved by the donors and distributions will be finalized by December 10th, 2024.

HOW TO APPLY

Please submit your application through the foundation's [grantee portal](#). An online application form will be available on September 3, 2024. The deadline to apply is September 30, 2024 at 4:59pm.

CONTACT

The foundation will review all applications and respond to applicants by December 10th, 2024.

If you have questions about your proposal, please email Daniel Fairley at dfairley@cacfonline.org.