

Discretionary Grant Policies

Eligibility Requirements

Applicants must be a 501(c)(3) organization, school, governmental or religious entity, or a group fiscally sponsored by a 501(c)(3) organization. The Community Foundation will consider applications from organizations working to benefit the City of Charlottesville and the Counties of Albemarle, Buckingham, Fluvanna, Greene, Louisa, Nelson and Orange.

Reimbursement Policy

If approved for funding, applicants may apply for reimbursement for incurred expenses within 90 days of the approval date. Documentation of how funds were used, such as receipts, will be required for reimbursement.

Application Frequency Policy

Applications are accepted on a rolling basis. Applicants can apply as many times as they deem necessary; however, most applicants will only receive funding once per calendar year per grant program. Applicants may apply to as many grant programs as they are eligible for.

Fiscal Sponsor Policy

Fiscal sponsors may only submit one application for themselves in any grant cycle. However, fiscal sponsors may be listed as the fiscal agent on multiple proposals. Fiscally sponsored applicants may only submit one application in any grant cycle and must list their fiscal sponsor as their fiscal agent.

All fiscally sponsored applicants are encouraged to meet with Programs staff prior to submission to ensure compliance with grant guidelines and the [Internal Revenue Service "Charitable" purposes legal definition/requirement](#):

*The term **charitable** is used in its generally accepted legal sense and includes relief of the poor, the distressed, or the underprivileged; advancement of religion; advancement of education or science; erection or maintenance of public buildings, monuments, or works; lessening the burdens of government; lessening neighborhood tensions; eliminating prejudice and discrimination; defending human and civil rights secured by law; and combating community deterioration and juvenile delinquency.*

The Community Foundation is unable to accept discretionary grant applications from fiscally sponsored businesses/for-profits at this time.

Additional Resources and Recommended Best Practices:

- [Fiscal Sponsorship: A Balanced Overview \(Nonprofit Quarterly\)](#)
- [Fiscal Sponsorship for Nonprofits \(National Council of Nonprofits\)](#)
- [National Network of Fiscal Sponsors \(NNFS\) Guidelines for Best Practices of Fiscal Sponsorship](#)
- [Ten Questions Potential Projects Should Ask a Fiscal Sponsor \(NNFS\)](#)
- [Ten Questions Funders Should Ask Grantees Who Use Fiscal Sponsors \(NNFS\)](#)

Public School Policy

Public school divisions may submit more than one application per grant cycle; however, individual schools may only submit one application. The Community Foundation 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 Community Foundation 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.

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.