



Colonial Beach Community Foundation

Policy/Procedure # **G-16**

Grant Cycle Guidelines and Procedure

The Colonial Beach Community Foundation will consider the request for grants. The following criteria will be used for evaluation:

The grant must support the Mission, Goals and Strategic Objectives of the Foundation

- a. Youth Development and Education
- b. Environmental Protection and Beautification
- c. Health and well-Being for people in and around Colonial Beach
- d. Quality of Life and Cultural Enhancement
- e. Community Strength for success

Eligibility

Applicants must be:

1. A qualified 501(C)(3) organization or formally affiliated with a Fiscal Sponsor.
2. A public entity located within the 22443 zip code area

Organizations may submit more than one grant application for the same grant cycle, however, only one of the proposals may be funded during that cycle.

Grants are NOT intended to fund:

1. Existing programs on a continuing basis
2. General operational expenses
3. Staffing support

Application

1. Satisfactorily complete the appropriate grant application form⁽¹⁾
2. Grants will be considered during the regular grants cycle.

(1) See multi-year funding or support.

The Board of Directors will consider priorities and issue grant availability by December 1 each year.

The Foundation will consider and award grant two times during the year cycle.

	Spring	Fall
Application-Submission	March 1-April 15	Sept 1 – Oct 30
Review Committee by	May 1	Nov 30
Decision by BOD	May 13	Dec 31
Notification	May 15	Jan 15
Award	May 30	Jan 31
Interim Report Due	Dec 31	June 30
Annual (Final) Report	May 30	Jan 31