

**GRANT APPLICATION**

**Applicant Information**

Applicant

Partner Organization/s

Contact Person

Contact Title

Phone Number

Email Address

Mailing Address

Type of Applicant (applicant must be based in Virginia)

- Nonprofit 501(c)(3)/Educational Institution
- State or Federally Recognized Native American Tribe
- Local Government Agency

Federal ID number

**Project Information**

Name of Project (project must be in the state of Virginia)

*Please note that the name of the project will be publicized.*

Primary Location of Project and Communities Served (150 words maximum)

Project Description (250 words maximum)

Amount of Funds Requested

Are Funds Being Sought Elsewhere? If Yes, What Organization(s) and Amount(s) Requested or Funded.

**Project Schedule**

Project Start and End Date

Important Project Milestones (150 words maximum)

**Project Narrative**

*The following criteria must be addressed in the grant application:*

**Organizational Background**

Brief statement of the history and purpose for which your organization was formed and is operated. Include organization's mission statement. (250 words maximum)

Brief description of the current major programs that comprise your organization's services and the constituents served. (250 words maximum)

Brief description of the major accomplishments and capabilities of your organization.  
(250 words maximum)

**Statement of Need**

Problem, need, or issue your project will address. (500 words maximum)

How does this project support your mission? (250 words maximum)

**Overview of Project**

Purpose of the project. (500 words maximum)

Current status of the project. (250 words maximum)

How your project addresses the stated need. (250 words maximum)

Specific action plan and timetable for addressing the stated need. (250 words maximum)

Key relationships with other institutions and agencies that will enhance the chances of the project's success. (250 words maximum)

[Empty text box for key relationships]

How will the project contribute to the preservation and interpretation of Virginia history and the greater history community? (500 words maximum)

[Empty text box for contribution to history]

Identify the communities that will be positively impacted by the project. (250 words maximum)

Your intended audience(s) and what means you will use to reach them. (250 words maximum)

If you are requesting funding for website development, video, or other media production, please describe how this product will advance the goals of your organization/project and how it will be used. (250 words maximum)

How will the project proceed if the full amount is not awarded? (250 words maximum)

How will this project be sustained? (250 words maximum)

Other information you want us to know about this project. (250 words maximum)

## Project Directors/Principal Personnel

See grant application checklist

### Measurable Objectives

Clear, measurable objectives you will use to assess your progress in achieving the project's purpose. Please include any specific indicators that you will use to track the progress of these objectives.

(250 words maximum)

### Supplemental Materials

See grant application checklist

### Financial Information

See grant application checklist

### The Commonwealth History Fund

Grant Application Checklist

Please include the following information as appendices to your grant application:

- Completed grant application
- 501(c)(3) status letter from the IRS
- Current fiscal year operating budget
- Project budget (use form included)
- Most recent audited financial statement
- Most recent IRS Form 990
- List of board of directors/trustees, including their professional affiliations along with the titles of your principal officers
- Resumes or biographical sketches of the principal personnel (paid or unpaid) involved with the execution of this project. Show each person's title for the project on the resume/sketch. (two pages maximum)
- Letters of support from individuals and organizations and others whose interest in the project proposal reflects wide community-based support for the application. (three letters of support maximum)
- Any substantiating materials for the project, (one to three pages). For example:
  - Conservation assessments
  - Images

**When you are ready to submit your application, please email**

**[HistoryFund@VirginiaHistory.org](mailto:HistoryFund@VirginiaHistory.org) for instructions.**