



Annual Funding Distribution Process

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Funding Request Application Check List

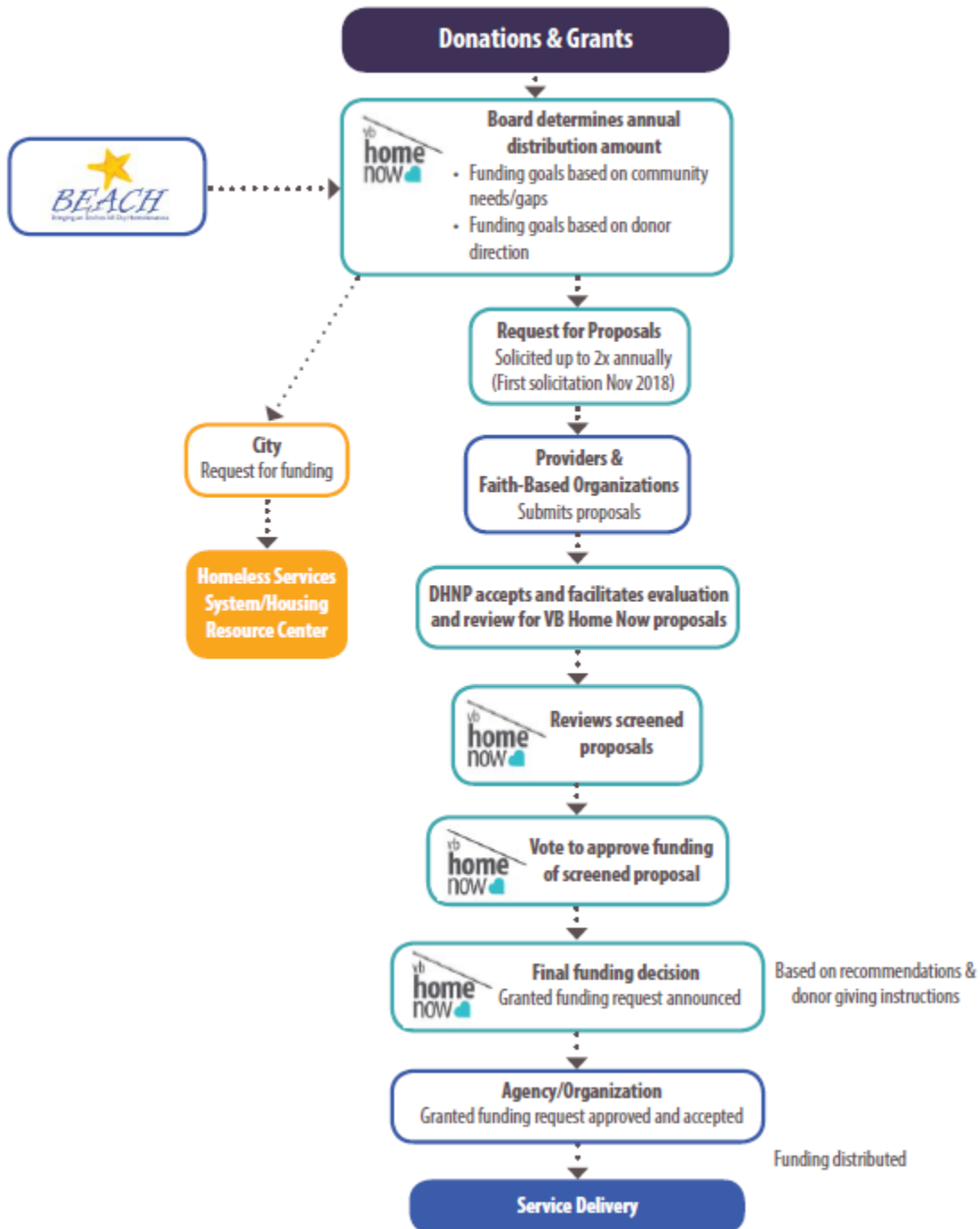
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Funding Opportunity Flow Chart





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Funding Opportunity

VB Home Now is a nonprofit organization formed to support and enhance our community system of services, programs, and facilities aimed toward preventing and ending homelessness. Our mission is to mobilize the community to help the neediest among us. For over thirty years, the Virginia Beach community has been committed to make homelessness rare, brief, and nonrecurring through a guild of nonprofit, faith-based and city organizations collaboration. *VB Home Now* supports causes that will have the greatest impact on those persons in our community experiencing a housing crisis. *VB Home Now* is leading the fundraising campaign to support the work at the Housing Resource Center and impact the lives of the people who will be assisted there. We strongly believe in the BEACH Community Partnership vision: **Our city, our homeless, and our shared responsibility.**

Geographic Focus

VB Home Now initially and primarily welcomes funding requests from organizations serving residents of the city of Virginia Beach.

Funding Priority and Principles

VB Home Now prioritizes requests for funding that provides resources, creates partnerships, aides in, and addresses gaps within our community directly impacting those individuals experiencing a housing crisis. Specifically, we are looking for innovative projects that contribute to the Virginia Beach homeless services system, making homelessness rare, brief and nonrecurring.

We are looking for opportunities based on principles of:

- Continuity
- Impartialness
- Innovation
- Need
- Collaboration



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Eligibility Requirements

Funding requests are generally funded to organizations with tax-exemption under section 501 (c) 3 of the Internal Revenue Code.

VB Home Now funds are exclusively intended to build programmatic capacity and provide direct assistance to clients in need. We do not fund operating costs such as salaries, fringe benefits, insurance or an organization's rent/mortgage or utility expenses.

Application Deadlines

Please submit completed applications and attachments by the following deadlines:

2020 Submission Date	Decision Date	Disbursement Date
November 25, 2020 at 5pm	December 11, 2020	December 18, 2020

Only submissions emailed to ewalker@vbgov.com by 5:00pm on November 25, 2020 will be considered.

*Due to COVID-19 no invitations for in-person presentations will be extended this year. We do welcome the attachment of a short video (approx.3 minutes) to accompany your organization's request for funding to demonstrate the need and highlight your organization. This can be a modest cell phone video, no need for use of advanced production techniques.



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Funding Request Application

Please provide us with the following information. Use a 12 Pt. Font. Maximum of five pages total and attach a short summary of your current programs, budget, results and identify how the activities to be funded by your request fit in with your Organizations existing activities.

I. Applicant Information

- a. Date of Application
- b. Organization Name
- c. Organization Address
- d. Organization Phone Number
- e. Organization Website Address
- f. Contact Name
- g. Contact Address
- h. Contact Phone Number
- i. Contact email
- j. Funding amount requested

II. Proposal Summary (one paragraph maximum)

Please provide a general description of the following:

- a. Why your organization is requesting funding
- b. What results you hope to achieve
- c. How the project contributes to your organizations' overall mission
- d. How does this project contribute to the Virginia Beach homeless services system

III. Narrative (two page maximum)

- a. Background: please describe
 1. A brief description of the purpose and history of your organization. Include a short summary of your current programs, budget and outcomes achieved.
 2. Background and explanation of the issue/s that have created a need that you want to address
 3. Evidence that the issues you are addressing with your program exists
- b. Project description: please explain the specific project to be funded addressing the following:
 1. Goals and objectives of project to be funded
 2. Timeline for implementation
 3. Expected outcomes



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4. The population you plan to serve and how will they benefit from the project
5. Methods and approaches that will be used
6. Activities planned for this project
7. Organizational/community partnerships for this project
8. Evaluation: explain your expected results and how you will measure the effectiveness of your project.

IV. Budget and Budget Narrative Provide a narrative to explain your request.

Category	VB Home Now Fund Request	Other Funds	Total
Personnel Services			
Clothing Assistance			
Utilities Assistance			
Transportation			
HealthCare Fees			
Workforce Assistance			
Recovery Treatment			
Prevention & Diversion Assistance			
Food Vouchers			
Move-in Assistance			
Other:			

V. Sustainability Plan (one paragraph maximum)

How will you sustain the grant project after the funding ceases?

VI. Required Documents (if applicable)

- a. EIN/Tax ID Number
- b. 501 (c) 3 Letter
- c. List of Board members
- d. VDACS Registered Charitable Organization Letter
- e. Most Recent 990
- f. Authorized Signature & Endorsement



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Please provide us with the following letter on your organization’s letterhead.

I, _____ the (title) _____
of (organization name) _____ have
approved the submission of this proposal. If we receive an award, we agree to use the
funds as specified in this proposal and evaluation reports as required by *VB Home Now*.

We also agree to allow *VB Home Now* use of the information provided in this request for
its publications and news releases, to publicize the Foundation's support of
(organization name) _____ and in any other
publicity related to the grant if it so chooses.

Acceptance of this grant also entitles the *VB Home Now* to send a representative to one
board meeting, present the award check, and learn more about the organization and
share about the work of the foundation.

Name and Title of Authorizing Member _____

Signature _____

Date: _____

Please print, sign and scan the Endorsement. Email the endorsement, a completed
application and proposal to Erin Walker ewalker@vbgov.com.



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Grantee Funding Report Form

Organization:

Project Name:

Funding Number:

Dates of current reporting period: ____ / ____ / ____ to ____ / ____ / ____

Progress Report: ____ 6 months ____ Final

Total grant amount:	
Current 6 month expenditures:	% spent:
Total expenditures (final report only):	Total funds left:

Mission Area: ____ Access ____ Prevention

Instructions:

The report must be returned no later than 30 days after the completion of your reporting period.

The answers must be typed, single-spaced and a 12 pt. font used. If you have any published material regarding this project (brochures, newspaper articles, etc.) please send us a representative sample.

Using your original project goals and objectives, please update your outputs/activities & outcomes from your proposal's Data & Outcomes Evaluation Form. Please describe your progress towards achieving each goal and objective within this six-month reporting period.

Provide an explanation for any variance from your stated goal or expected progress and what action you have taken. Your answers should not be limited by space provided in this form.

GOAL #1: (Please state goal)

Outputs/Activities	Outcomes	Variance



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GOAL #2: (Please state goal)

Outputs/Activities	Outcomes	Variance

Six Month and Final Report Questions

1. **Explanation of Variance:** Please include obstacles, problems or delays, and if so, what actions have you taken to resolve these?
2. Include a brief human interest story that best represent the project, service and benefit to the community (please include pictures). We may use these articles and pictures in Foundation publications to demonstrate impact.
3. Please include the previous year outcomes if this is a continuation grant.

FINAL Report Questions Only

1. What are the most important and/or unexpected outcomes and “lessons learned” from this project?
2. What recommendations would you make to other agencies working in this area or to the Foundation?
3. To do this project again, what would you do differently, if anything?

We certify that the information contained in this progress report and all narrative attachments are true and correct to the best of our knowledge. We understand that any willful manipulation of information or data will result in immediate discontinuation of funds from the VB Home Now Foundation.

Signature of Executive Director/Officer

Title

Date

Please submit all reporting documents by e-mail to ewalker@vbgov.com. Your report is not considered final until you have received a receipt from VB Home Now Foundation.