

ROANOKE-CHOWAN FOUNDATION

GRANT APPLICATION GUIDELINES

1. **Objectives and Priorities** - The Roanoke-Chowan Foundation is interested in providing grants to eligible organization serving the health, wellness and general well-being of persons primarily living in the Roanoke-Chowan region which consists of the counties of **Bertie, Gates, Hertford, and Northampton**, North Carolina.
2. **Eligible Organizations** – To be eligible for a grant from the Foundation, an organization must have qualified as exempt under Section 501(c)(3) of the Internal Revenue Code or be public instrumentality. Grants are not made to individuals.
3. **Guidelines** – Grants are awarded for programs that have impact on the widest range of persons living in the Roanoke-Chowan region (Bertie, Gates, Hertford, and Northampton). **No funds may be directed for the direct benefit of persons living outside this four-county area.**
 - Grants are only awarded to an organization that is a 501 (c) (3) public charity or a government entity.
 - All proposals must clearly relate to “health, wellness and general well-being” of persons living in the Roanoke-Chowan region.
 - Grants may be awarded for construction or acquisition of equipment, provided such projects have a long-range purpose related to the basic goals of the Foundation.
 - Grants may be used in public – private partnerships to foster development of meritorious programs but are not awarded for purposes ordinarily supported by tax funds.
 - Grants are awarded for project with one-year commitment.
 - In-kind match is highly recommended. Personnel line-item requests must show 50% in-kind match.
 - Grants are not awarded when they are the total means of financial support, but preferable are made in conjunction with other sources.
 - The Foundation does not fund indirect costs.
 - **Costs incurred prior to grant awards and signed contract date are not allowed.**
 - Grants are not made to support propaganda or otherwise influence legislation or influence the outcome of a specific public election.
 - Grants cannot be used as pass through funds for or to another organization. Lead agency that received grant approval cannot transfer grant to another agency.
 - All funds must be expended within the approved grant time frame, unless prior approval from the Board has been received. Extension request must be submitted using the Grant Revision & Extension Form.
 - Any programmatic and/or fiscal changes prior to changes must be requested using the Grant Revision & Extension Form prior to the changes. Changes must be described in detail and stating the need for the changes. Budget revisions require a budget narrative with explanation for changes. Grant Revision and Extension form must be submitted in advance for Board approval.
 - Equipment and supplies purchased for an approved grant program/project must be turned over to the Agency that obtains approval to continue implementation of the

program/project if the initial approved Agency decides not to continue implementing the program/project at the end of the project/program. If another Agency does not take over as the lead agency, the original Grantee must explain the status of the equipment and plans for the equipment use. Board approval is needed.

- Grants are not awarded for medical research.
4. **Certified Audit** – Applicant organizations are required to provide their most recent certified public accounting audit. Organizations that receive grants are also required to provide such audits annually for the duration of the grant.
 5. **Advance Consultation** - It is strongly recommended that you discuss your proposal with the President of Roanoke-Chowan Foundation (either in person or by telephone) prior to submitting your application.
 6. **Completing the Application** – Please review the “checklist of items to submit” to be sure all required items are included in your application. The application must be typed or printed with a computer printer or word processor. Handwritten applications or applications with responses taped on the form are not acceptable and the application will be returned. The application must have original signatures of the organization’s Chief Executive Officer and the organization’s President/Chair of Board of Directors.
 7. **Deadline Date** – January 1; April 1; July 1 and September 1.
 8. **Reporting** – Award grants must submit reports on **June 30th** and **December 31st**. A final cumulative report is submitted at program conclusion. Final Financial Report is due 60 days from end of grant to RCF, Inc. Reports consist of programmatic impacts and financial data submitted on appropriate forms with supporting documentation. All reports must be reviewed and approved by the Board and grant closed before the Board can consider additional funding requests. Expectations are that all funds have been expended before the grant is closed out. Failure to submit required reports can and may jeopardize future funding.

UNALLOWABLE COSTS SUMMARY

- Propaganda, political campaigns or lobbying to influence legislators to support or vote for or against legislation.
- Medical Research
- Indirect Costs: Administrative Overhead (Grant writing expenses, etc.)
- Audit Fees
- Routine Budget Monitoring
- Filing
- General Office Tasks
- Report and/or Evaluation fees related to funded project/program, data compilation or impacts
- Supplanting Funds
- Pass through funds for or to another agency
- 100% funding of a program/project
- Alcoholic Beverages
- Severance Pay
- Entertainment

Roanoke-Chowan Foundation
Grant Application Guidelines

- Depreciation, unless approved by Board
- Vans or Vehicles

Grant Preparation Checklist

- ___ Please **READ** all instructions
- ___ Advance consultation with RCF President strongly advised
- ___ Font size no less than 10 no greater than 12
- ___ All sections of application completed using computer. No handwritten.
- ___ Detail line-item budget completed showing in-kind cash contribution and grant request
- ___ Line-item budget narrative showing in-kind cash calculations and grant request calculations
- ___ Required agencies CEO and President/Chair of Board of Directors signatures obtained
- ___ 501(c)3 documentation attached
- ___ Most recent certified public accounting audit
- ___ Current fiscal year budget with a statement of year-to-date income and expenses
- ___ Annual fiscal year budget in which the proposed project will be conducted, if different from the current fiscal year.
- ___ A single sided list of Board of Directors and their titles
- ___ A single sided list of staff members associated with the project and the date they joined the organization.
- ___ All pages single sided and no staples or clips.

Foundation office contact and application submission:

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