



East Beach Institute

2020 Grant Application Guidelines

November 2019

Our Mission

The East Beach Institute is an independent, 501(c)(3) organization dedicated to community development across Ocean View neighborhoods in Norfolk, Virginia. We bring neighbors together to enrich and sustain our Ocean View family life and culture, a community shaped by the miles-long natural beauty of our Chesapeake Bay beachfront.

About Grant Applications

The Institute accepts applications for grants over a two-month period beginning each November. 2020 applications will be due to the Board by 10 January 2020.

The Institute's level of funding for grants is determined annually and requests for support outside of this two-month period will not normally be considered.

Our Board of Directors reviews then awards annual grants each February to our Partners, other nonprofits or programs on the southside of Hampton Roads, who best fulfill our Mission across one or more of Our Goals:

Philanthropy – Philanthropy endeavors around Ocean View

Enrichment – Enrichment of Ocean View through the arts and education

Engagement – Engagement within the Ocean View community

How the Board Reviews Applicants

Our Board will meet in January to decide which requests will be funded and at what level. The Board plans to announce 2020 grants by 28 February 2020.

Each application will be reviewed according to: (a) how each program best fulfills our Mission Statement across one or more of our Goals; and (b) in relation to other programs competing for available funds during the same year.

Program funding requests that best enable and support our Mission and goals will be the most competitive for Institute funding. Programs -- events or charitable undertakings -- should take place during the 2020 calendar year. A program's funding from the Institute during prior years is no guarantee that a program will continue to be funded by the Institute.

If a request is for seed-money to conduct a larger fundraising effort or event, an application must explain how both a specific project and a larger fundraising goal promotes our Philanthropy, Enrichment or Engagement goals.

If there is a matching funds agreement with another organization, a copy of that agreement must be provided along with an application.

If an applicant received a grant in 2019, timely submission of a required Completion Report and spending documentation will be noted. Applicants will not receive funding if prior year information was not properly submitted or completed.

Grant applications must be complete, stand on their own, and will be reviewed independent of information that a Board Director may or may not know about a particular effort or program in the past.

For any question regarding the completion of an application, contact Board Vice President Rich Nolan at richnolan@cox.net.

Before or after grant applications are submitted, requesting individuals or organizations must not lobby or discuss their application with any Director of the Board. If additional information is required, the Board will ask or may request that an applicant meet with the Board in order to clarify details.

The Board will publicly name award applicants before 28 February 2020, but will not disclose award dollar amounts or discuss Board decisions about grants after grants are awarded.

A completed 2020 Grant Application form will require a signature acknowledging understanding of these Guidelines.

2020 Grantee Responsibilities

Any individual or organization receiving a grant shall be responsible for all Institute funds granted. This includes security, tax implications, liabilities and recordkeeping as well as these reporting requirements:

1. Within 30 days of your program end date indicated on your application, the completion of any funded program, grantees shall submit a Completion Report that also will provide a complete accounting of how grant dollars were spent. Grantees shall keep receipts and other appropriate records for all dollars spent.
2. Non 501(c)(3) entities shall return all non-expended funds to the Institute along with a Completion Report.

Where to Send an Application

Application packages should be sent by email to richnolan@cox.net or by U.S. mail to: Rich Nolan, East Beach Institute, 4550 East Beach Drive, Norfolk, VA 23518.

Application packages must be received by email or postmarked by 10 January 2020.