



GRANT GUIDELINES

Wythe-Bland Foundation

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ABOUT THE WYTHE-BLAND FOUNDATION

The Wythe-Bland Foundation, a non-stock 501(c)(3) health legacy foundation, was created from the lease of Wythe County Community Hospital in 2005. It is managed by a Board of thirteen (13) members who are community leaders residing in Wythe and Bland counties. Board members serve without compensation. The Foundation owns all of the real estate associated with Wythe County Community Hospital and is responsible for ensuring tenant compliance with the terms of the lease agreement. This pre-paid lease created the charitable wealth that generates earnings from investments to provide grant resources to Wythe and Bland County eligible not-for-profit organizations. As a condition of the lease approval, by the Virginia Attorney General, awards are made for health, education, and well-being projects that provide essential services to the citizens in the two-county area with an emphasis on health. The Spending Policies and Community Investment Strategies of the Foundation have been created to preserve the asset base as an enduring endowment; therefore, the investment for grants and management of the Foundation are limited to approximately 5% of the value of the asset base annually.

Qualified organizations may apply for grants for new programs, current programs or establishing or investigating new projects. No grants will be awarded if the Foundation Grant Application and other requested information described in these guidelines are not provided. Verbal or written letters of request or other inquiries cannot be considered as, or submitted for a formal Grant Application. Applications must be complete and delivered to the Foundation office digitally or in-person by 5:00 p.m. on August 1st to be accepted for funding consideration. Any application received after that time will not be considered.

MISSION STATEMENT

Providing opportunities for innovation and collaboration to promote a healthier community.

VISION STATEMENT

Our vision is to be a driver to promote a thriving community that meets the health, education, and wellness needs of all citizens.

CORE VALUES

We value above all else:

- *Integrity*
- *Fairness*
- *Innovation and Intentional Collaboration*
- *Empathy and Commitment*
- *Our Partners' Missions*

AREAS OF INTEREST

The Board of Directors of the Foundation will only approve grants to those identified as nonprofit designated organizations, and government entities, serving Wythe and Bland Counties, Virginia that support, promote, and/or further the Foundation's mission.

The Foundation awards grants to organizations meeting its eligibility criteria in Wythe and Bland Counties. These projects include, but are not limited to, the following:

- Projects that promote or improve the health of citizens in Wythe and Bland Counties
- Projects that promote or improve the education of citizens in Wythe and Bland Counties
- Projects that promote or improve the wellness of citizens in Wythe and Bland Counties

GRANT PRIORITIES-GENERAL GUIDELINES

The Board, in making grant decisions, will place the greatest priority on projects that:

- Contain matching funds
- Include collaboration and/or partnership with other nonprofit organizations
- Ensures measurable outcomes that quantitatively capture community impact
- Provides evidence of the feasibility and sustainability of the proposed project
- Documentable evidence that a grant is needed for the fulfillment of the project
- Complies with the Wythe-Bland Foundation's Grant Guidelines

GRANT PRIORITIES-SPECIFIC GUIDELINES

As the Board evaluates each Grant Application submission, areas of specific interest and high priority will include projects that in specific ways:

- Address healthcare needs of the underprivileged, underinsured, and uninsured
- Reduce adult and childhood obesity
- Address health and nutritional needs
- Address the health needs of the elderly
- Improve access to dental care
- Address mental health needs
- Increase health and wellness education
- Provide impactful education opportunities
- Provide and improve access to education
- Reduce the pregnancy rate
- Address childhood wellbeing
- Address prevention and treatment for substance abuse
- Provide measurable, positive community impact

GRANT RESTRICTIONS

To comply with federal guidelines and legal restrictions, the Foundation will not fund and will deny the following types of grants:

- Grants to individuals
- Grants to organizations for projects serving the population outside of Wythe or Bland Counties
- Grants to government entities for purposes that are identified as typical government responsibility
- Grants to religious organizations for religious purposes
- Grants to endowments, or other discretionary funding pools
- Grants for fund-raisers, or other ticketed special events
- Grants for political purposes or lobbying activities
- Grants for debt reduction
- Grants for the purchase of vehicles
- Grants for projects unrelated to the Foundation's mission, vision, or values
- Grants supplanting other organizational funds
- Ex parte communications from applicants with individual Wythe-Bland Foundation Board of Directors members regarding their projects are prohibited
- Grants will not be awarded to individual schools within Wythe or Bland County Public Schools

FUNDING LEVEL

At the present time, the Foundation has not set limits on the size of grants. The Foundation does, however, reserve the right to set upper or lower limits on the size of grants in order to promote efficiency in grant administration, provide for financial stability, and to ensure that there are adequate funds to support both current and long-term projects deemed a priority by the Board. Generally, funding levels for grant distribution and cost of operations during a fiscal year is expected to be approximately five percent (5%), of the total value of the Foundation's endowment.

Grants will be awarded on a twelve (12) month basis, October 1 to September 30; however, the Board may consider multi-year grants. Grant Applications seeking matching funds must provide written documentation from the other contributor(s) or the Board may make the Foundation's grant contingent on receipt of such matching contribution(s). The documentation may include a letter or resolution from the other contributor(s). The Board reserves the right to request additional documentation of expenditures, including, but not limited to cancelled checks or expenditure certifications, and to require project status reports and periodic updates.

GRANT FUNDING CYCLE

Grant Applications are reviewed one (1) time per year to consider recommendations for funding. All Grant Applications must be submitted either via e-mail or hand-delivery and received prior to 5:00 p.m. on August 1st. The Grant Application and all requested information must be completed by the due date to be considered in the Grant Review Cycle. Applications which are not timely submitted will not be considered for the current Grant Cycle.

Grant Application Due Date	Grant Review Cycle	Grant Award Dates
August 1st	August/September	October

GRANT REVIEW PROCESS

When Grant Applications are received, the information will be reviewed by the Foundation staff to determine compliance with the Grant Application Guidelines.

If the application is deemed to be incomplete, the Foundation staff may request additional information. If the information is received in the time specified by the Foundation staff, the application will be considered in the current Grant Review Cycle. If the information is not received, or the application is still considered incomplete, the application will not be considered in any subsequent cycle. To be considered, a new application will need to be submitted for the next grant cycle.

The Board of the Foundation will review the applications and reserve the right to ask for additional information, or to make a site visit during the review process. Upon completion of the Application review, the Board of Directors will make the final decision for funding regarding each grant.

Applicants are required to use the most current guidelines in preparing the Grant Application. The Foundation will evaluate grant applications based, in part, on the following:

- Is the proposed project consistent with the Foundation's mission?
- Has the organization received previous funding from the Foundation and successfully met the requirements contained in the Grant Agreement?
- Has the applicant submitted all of the information required by the Foundation, and does the application only reflect one project? (*Organizations may not combine multiple projects in one application.*)
- Has the applicant clearly stated the need to be addressed, the need for the grant, and the community impact that the project will have?
- Does the project application clearly define the Outcome and Objectives using the SMART (**Specific, Measurable, Attainable, Realistic, Timely**) approach?
- Has the proposing organization clearly documented its capacity and experience to develop and implement the proposed project?

- Is the proposed project consistent with the applicant’s historical mission?
- Has the organization and project leadership demonstrated the skills and experience required to successfully complete the proposed project?
- Is the project timetable realistic?
- Does the budget clearly reflect the resources necessary for the proposed project, including the operation and maintenance cost of the organization?
- Does the organization have a Sustainability Plan and/or a Business Plan?
- Has the applicant developed a broad base of support for the project including volunteers and/or partnering with other agencies and funders?
- Have applicants with past Foundation funded projects fully complied with the requirements found in the Grant Agreement?

After the Grant Application review process is completed, applicants will be notified in writing by the Foundation staff regarding the final outcome of their request. If the grant is approved, the Foundation staff will issue a letter advising the applicant of the award and of any conditions, restrictions, payment terms, and reporting requirements (which may include on-site visits) connected with the grant award. The applicant will be required to execute a Grant Agreement and agree to hold harmless and indemnify the Foundation from any claim, loss, expense related to the applicant’s activities or use of the grant award. The Grantee has thirty (30) days from the dated grant offer to return the executed Grant Agreement, or the offer of award may be rescinded.

The grant award fiscal year is October 1st to September 30th, regardless of the date that the Grant Agreement is executed.

The number and amount of requests, community impact, Board priorities, federal and state laws and regulations, and available funds may require the Foundation to not fully fund a request.

PROJECT ACCOUNTABILITY AND CONTINUITY

The Foundation’s award letter specifies the terms of the grant, including the use of grant funds, reporting schedule, and the need to adhere to Foundation grantmaking policies.

Each organization receiving the funds from the Foundation may be required to provide periodic financial reports and project reports. Additionally, digital photographs of the funded project are required to be submitted for inclusion on the Foundation’s newsletters, press releases, websites, and/or social media accounts. The grant recipient will ensure that any individual(s) depicted in submitted photographs have given permission for use of their photo. Digital photographs must be submitted in .jpg format.

Failure to expend grant funds and to provide a complete, accurate, and timely accounting of award expenditures within one year, or term agreed to at the application approval, may prohibit the organization from receiving future funding from the Foundation. It may also result in the Foundation seeking restitution of any misspent funds.

Grants recipients must inform the Foundation immediately if significant events occur that may impact the project. Examples may include, but are not limited to, a change in the project director, change in project budget, or change of operation that impacts the goals and objectives. Failure to notify the Foundation of issues that could adversely impact the project may result in a temporary or permanent cessation of payments, or possible action to reclaim funds.

REPORTING

Forms

- The **Wythe-Bland Foundation Funded Project Progress Report** is used for the Mid-term report and to inform the Board of the progress of the community impact of funded projects.
 - Grantees will complete for all money spent as of the date of the report. Invoices are not required to be submitted.
 - **Grantees will submit the form by March 15th.**
- The **Wythe-Bland Foundation Project Evaluation and Final Report** is used for the Final report.
 - Grantees will complete and submit the Outcome Evaluation Form, Evaluation and Final Report, and documentation for all funds spent.
 - Individual receipts are not required unless additional documentation is requested.
 - **Grantees will submit the forms following completion of the project or by September 30th, unless other arrangements have been approved by Foundation staff.**
- The **Outcome Evaluation Form** is required for the grant and sets measurable goals for the project and is submitted with the Final report.

One copy of the report, both Wythe-Bland Foundation Funded Project Progress Report and Project Evaluation and Final Report, should be submitted online via e-mail, or mailed to:

msummers@wbfoundation.com

or

Wythe-Bland Foundation
155 West Monroe Street
Wytheville, VA 24382

Overdue Reports

When a project is not completed in a timely manner, or Wythe-Bland Foundation Funded Project Progress Report, or Wythe-Bland Foundation Project Evaluation and Final Report is not provided, an Overdue Report letter is sent to the Grantee and the grant award may be rescinded. All advanced grant funds not adequately accounted for by the Grantee may have to be repaid to the Foundation.

DISBURSEMENTS

Disbursements for grant awards are made in three payments. Any request for deviation from this schedule must include a thoroughly written documented need and be approved in advance by the Foundation.

The schedule of disbursements will be as follows:

- **Payment 1:** One-third of the award is given to the Grantee when the original Grant Agreement award letter is signed and returned by the Grantee.
- **Payment 2:** The second one-third disbursement is made upon receipt and approval of the Wythe-Bland Foundation Funded Project Progress Report.
- **Payment 3:** The final one-third disbursement is given when the final report is received which includes documentation of the checks written for the grant. (The final payment will reflect any change to the project budget with any unapproved funds reducing the total award to the Grantee).

PUBLICITY

Each organization receiving grants from the Foundation are required to include the Wythe-Bland Foundation logo within the publications and advertising of the funded project. Logo files can be found on the Wythe-Bland Foundation website.

GRANT APPLICATION SUBMISSION REQUIREMENTS

All Grant Applications must be submitted by the Grant Application due date. Applications must be in writing, and should be based on the most current Grant Guidelines and Foundation forms. Grant Applications must be **complete** and submitted via e-mail by the required deadline. Faxes are not accepted. Required grant application materials should be submitted in individual attachments via e-mail.

Once the Grant Application is completed by the organization, the application must be signed and dated by an individual authorized to do so by the applying organization. If any sections of the Grant Application are not completed, a written statement must be submitted explaining the reason(s), or the application may not be considered.