

Fluvanna Leadership Alumni Group (FLAG) Board of Trustees

Grant Procedures and Application

Who may apply?

- A FLDP project team (or individual)
- A FLAG member with plans for a proposed community project

How to apply:

- -In person to a FLAG Board of Trustee member
- -To FLAG email (FLDP.Alumni@gmail.com)
- -Application package sent to the FLAG postal mailing address: P.O. Box 162, Palmyra, VA 22963
- Application on 3rd page.

Amount and term:

FLAG Grants will be awarded in multiples of \$50 to a maximum of \$500 per grant. It is expected any individual project will be completed within one year. However, if longer than one year, the timetable must be discussed and agreed upon with the FLAG Board of Trustees prior to grant approval.

Review Process:

The FLAG Board of Trustees will review the grant proposal within 30 days of receipt of the application to determine the viability of the project, under parameters including:

- the need the project will fill in Fluvanna County
- timetable for completion
- feasibility of such project in the county
- quality of knowledge and experience of each member of the project team and project leader
- quality of outside assistance from other people and groups
- strength of the financial proposal and ability to fund raise
- project team guarantee that each member will commit to continue with the project for its duration, or find a suitable replacement if a team member must discontinue their service

The FLAG Board of Trustees will determine the distribution of the grant:

- a one-time distribution of funds to the project team
- distribution in installments according to the progress of the project team and agreed upon milestones and timeline.

The FLAG Board of Trustees will award a maximum of two (2) Grants each calendar year until such time that FLAG accrues sufficient funds to offer additional Grants.

A FLAG Board of Trustee member, or specially assigned FLAG member will be assigned to act as a FLAG liaison to the project team to review the ongoing work of the project team (similar to that of an FLDP mentor). However, special attention will be paid to the project's leadership, costs, progress, and timeline.

The project team leader will be notified of either an award or decline of a FLAG grant by phone, email or letter.

After Approval:

For awarded grants, depending upon the proposed project timeline, a quarterly or six-month project review report will be made to the FLAG Board of Trustees by the project team and the FLAG liaison. A final report will be due at the end of the project or 12-month mark, whichever comes first.

The project periodic review to the FLAG Board of Trustees shall include:

- financial update with estimates, receipts, invoices
- project progress update and any re-evaluation of the project's goals, objectives and timetable
- discussion of any problems and roadblocks encountered with possible or expected solutions
- update on fundraising activities

If the Grant for the project has been divided into installments, a monthly (or quarterly) review of the project accomplishments will be required. This review must be made prior to the next installment of funds being released to the project team. Funds will be issued upon receipt of an invoice.

FLAG Grant checks will be drawn from the FLAG checking account payable to the team leader of the project team or the organization if the group has formalized or has a formal arrangement with an outside organization sponsor.

If the project life extends beyond one year, then the project team must submit a new application to request more FLAG Grant monies than initially awarded to their project. The FLAG Grant established process will continue for the next year upon approval of the new application. Grants will only be extended twice for a particular project. The assigned FLAG liaison will have the choice to remain working with the team or ask for a FLAG replacement for the liaison position.

The FLAG Board of Trustees will make a determination at their discretion at any time whether to continue FLAG's participation in any team project depending upon but not limited to:

- Whether the project still fulfills a need for Fluvanna
- If the project deviates from the overall intent or purpose
- Continued viability of the project due to concerns of leadership or team turnover, task management, Financial issues, fundraising issues, volunteer issues, unforeseen and insurmountable problems with going forward
- Success or failure of the project
- Lack of community support

FLAG GRANT APPLICATION

This document is a PDF fillable form. [Download the document with a new name, open it and complete on your computer or tablet.](#)

To complete: tab to each question and enter your answer. While you may only see 1 line for an answer, many of the spaces allow for multiple line answers and/or maximum word/character count. Once completed, save it again, print a copy for yourself, and then submit the completed form to FLAG either via email to FLDP.Alumni@gmail.com or by mail to P.O. Box 162, Palmyra, VA 22963. If you have questions, contact fldp.alumni@gmail.com.

Date: _____

Submitted by: _____

Name of the proposed **Community Project**: _____

1. List the names of the proposed Project Team Lead and all Team Members along with the strengths and experience they bring to the team. In the second table include for each person: the FLDP class graduated, project participation in that class, and contact information.,

Name (Indicate team leader with *)	Strengths/Experience with Topic

List below additional and contact information for team members:

Last Name	Class #	FLDP Class Project Participation Y/N?	Email	Phone

2. Explain the purpose and viability of the project and how it will fill a specific need in Fluvanna County. Discuss any preliminary issues that may arise (such as approvals required from county officials).

Purpose & Viability: _____

Potential issues: _____

3. What is the timeframe for the project? _____

4. Explain the individual goals for this project. _____

5. Provide a detailed timeline for accomplishment of objectives needed to achieve the above-specified goals. If something will be built or designed, furnish the proposed plans. You may email a PDF if necessary to fldp.alumni@gmail.com.

Objective	Why important?	Deadline for Completion

6. Does the team requires outside assistance and/or expertise for this project? No Yes If so, list below who has (or will be) contacted and for what expertise

Name	Expertise/Experience

7. Have any outside resources already committed to helping with this project; how? What kind of volunteer help will be needed? How does the project team expect to solicit volunteers?

Committed Outside

Resources: _____

Volunteer Help Needed & When

Volunteer

Recruitment: _____

8. Discuss anticipated project expenses listed above such as transportation, office supplies, technology functions, communications, advertising, printing, etc..., cost of special permits, licenses, and insurance, recurring costs if the project extends beyond one year, cost of fundraising. _____

9. Discuss potential project income sources. Itemize the anticipated amount of funds expected raised from each of the sources such as community donations, outside organization support (other than FLAG grant), revenue from sales or fees charged, and other.

10. Based upon the above, indicate below the budget for the project plan to include expected expenses and sources of income. (not including funds derived from this grant)

BUDGET		
Income Sources	Annual Amount	Month Anticipated
TOTAL		
Expense Categories		
TOTAL		
Net Profit or Loss (doesn't automatically calculate)		

11. Explain the project team's plan to raise the funds needed to accomplish the project's goals. Include specific plans for other outside revenue sources beyond FLAG. _____

Request For Grant:

If the project team requires more funds than have been raised or can be raised, what is the amount of the request for a grant from FLAG? \$_____

Note: A Maximum FLAG Grant is \$500 a year for a maximum of 2 grant year cycles.

Signature Team Leader _____ **Date** _____

For office use:

Status of Application:

Date of Receipt of application by the FLAG Board of Trustees _____

Date of Decision Made by the Board of Trustees _____

Approved _____

Declined _____

Date of Notification of Decision forwarded to the Project Team Leader _____