



Grant Application Grant Proposal Format

Grant Guidelines

- Use 1" margins, 12-point Times New Roman or 11-point Arial font, and regular or loose kerning. Fonts inside a table format may be one point smaller (11-point Times New Roman and 10-point Arial)
- Place grant elements and attachment in the order as outlined below and label as listed below.
- Note the requested length of each section and stay at or below the suggested character limit. Proposal should be no longer than 4 total pages not including attachments.

Proposal Format

A. Organization background (250 words) Describe your organization including history, mission, goals and who you serve. Note: You do not need to describe programs here as that will be accomplished in the next section.

B. Program Description (600 words) Describe the program for which you seek funding – what you plan to do, your timeframe, how volunteers, staff, partners, and the community will contribute to the project, and who will be impacted. Provide a brief description outlining the recent accomplishments of your organization. Highlight activities/projects funded by the previous VLF grants.

1. If applying for general operating support, briefly describe what this grant will support and how it contributes to your organization's overall mission.
2. If your request is for a specific project, please explain the project including: its primary purpose, population served, strategies to implement the project and anticipated length of the project. While VLF grants are for 1 year, requesting funds to continue a previously funded project is welcome.

C. Goals, Objectives, & Outcomes (250 words)

Provide goals (1-2), outcomes, activities, and impacts for your funding request.

Example:

Goal: Increase the number of tutors for our programs to 200, an increase of 10%

Outcome: More tutors will be available to support students so we can increase the number of students served.

Activities: We are increasing outreach to local colleges, retirement communities, retired teachers, and book clubs to reach individuals committed to education and literacy. Outreach includes in-person events, ads in organization newsletters, developing new brochures and increasing our social media presences as outlined in the Program section of this grant.

Impact: Students working with tutors will make progress on/achieve their goals increasing

their self-esteem and commitment to continued improvement.

D. Use of Funds (500 words)

Please describe how grant funds will be used and the timeframe for spending the funds. This narrative should align with the budget you submit for this project.

E. Attachments

1. Board List. Include members' organizations/affiliation on the list of board members.
2. Organization Budget. Submit your current organization budget.
3. Project Budget. Submit a budget for the project you are requesting funding for in your proposal.
4. Most recent fiscal year audit or financial review. If you do not have an audit or review, please send your yearend financial statements.
5. Proof of non-profit status **ONLY** if this is the **first time** you are submitting a grant to the VLF or have not submitted a grant since 2020.

You may attach additional materials to explain your project. However, all the members of the grants committee might not read the additional materials.

F. Submission

Proposals can be submitted online on the Virginia Literacy website at virginialiteracy.org. The first step in submission is filling out the Grant Cover sheet. At the end of the Cover Sheet page, you can upload your grant.

- If possible, submit one PDF file that includes your Proposal and Attachments.
- Label your submission files with the name of your organization.

G. Questions and additional information

If you have questions or need additional information, please visit the VLF website at virginialiteracy.org and click on the "Grants" tab. The grant process is detailed on the site. You can also contact Rita Layne at vliv@earthlink.net at or 804-237-8909.