

Student Philanthropy Project

S. Murray Rust and Mary H. C. Rust Student Philanthropy Project
A youth program of the Piedmont Community Foundation
YOUTH GRANT APPLICATION

For Staff use
only:
Date Received:
Date Acknowledged:
Request #:

WHO ARE YOU?

Organization
Name _____
Project
Title _____

Address _____

Phone # _____ Fax # _____ E-mail _____

Print name of Youth Representative Phone Number

Signature of Youth Representative Date

Print name of Adult Sponsor or Agency Director Phone Number

Signature of Adult Sponsor or Agency Director Date

HOW DO YOU WISH TO SERVE THE COMMUNITY?

Please attach a 1-2 page narrative summary of how you plan to carry out your project.
Your summary must answer the following questions:

1. What population will be served? (i.e. number of people served, age group)
2. What need will the project address?...and impact which of our 4 target areas? (see pg-5)
3. Where will the project take place?
4. When will the project begin? How long will it take to complete this project?
5. How many youth are involved in the creation, implementation and evaluation of this project? What are their specific roles?
6. What other organizations, if any, are you collaborating with to complete this project?
7. Have you had previous experience with this project or similar projects? If so, what did you learn and what would you do differently?
8. Will this program continue in the future? If so, how will it be funded?

WHAT AMOUNT OF MONEY ARE YOU REQUESTING?

\$ _____

FURTHER INSTRUCTIONS: Please read all 6 pages of this packet before you apply

In addition to COMPLETING information requested on pages 1, 3, and 4 in this application packet, **you must submit proof of your ELIGIBILITY** to receive public tax exempt money. **Applicant (s) must fit one into either category A or B below**

GRANT CHECKLIST: If you are not sure where you fit please call us at 540-687-5223

A. If the Applicant is a nonprofit organization:

- _____ Copy of Internal Revenue Service tax-exemption letter confirming 501(c)(3) status
- _____ Copy of your most recent Form 990 filed with the IRS
- _____ List of members of the organization's governing board
- _____ List of youth participants for the project
- _____ Copy of most recent annual financial statement and balance sheet
- _____ Project Budget (FORM PROVIDED on page 3 of this packet)
- _____ Annual Operating Budget –if there is no such budget please tell us why not
- _____ Signed copy of the Equal Opportunity Statement (FORM PROVIDED on page 4 of this packet)
- _____ Application FORM (page 1 of this packet) and narrative summary requested

B. If the Applicant is a student organization or individual with a service idea to be matched up with an appropriate nonprofit sponsor:

- _____ If a student organization; submit a copy of organization's constitution, bylaws, rules of procedure, or other proof of organizational structure
- _____ List of youth involved in the project and any adult leaders
- _____ Project budget (FORM PROVIDED on page 3)
- _____ Annual Operating Budget –if there is one
- _____ Letters about the project from sponsoring agency or collaborating organization if there is one
- _____ Signed copy of the Equal Opportunity Statement (FORM PROVIDED on page 4 of this packet)
- _____ Application FORM (page 1 of this packet) and narrative summary requested

Submit ONE full original copy of your application holding all the items on your checklist above, plus 10 copies of only the narrative and budget.

Sorry, we cannot accept applications sent by facsimile or e-mail.

Deliver to:

**Student Philanthropy Project
c/o Piedmont Community Foundation**

Mailing address:

**P.O. Box 402
Middleburg, VA 20118**

Office location if dropping off your grant:

(Mail cannot be sent to this location)

101 North Jay Street
Middleburg, VA

**Written Application Submission DEADLINE
Friday, January 13th, 2012**

**Applicants must be available on
Saturday, January 28th
to come to Middleburg for an interview about their grant.**

Contact us if you are not available for this date 540-687-5223

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BUDGET FORM –YOUTH GRANT PROJECT

Applicant Organization: _____

Line Item Description	Requested Amount	In-Kind Contributions*	Other Sources
Stipends (fixed payments to people for services)			
Supplies			
Awards			
Transportation			
Conferences, Meetings & Trainings			
Equipment			
Printing/Publications			
Rental/Lease Fees			
Other Expenses (not stated above)			
TOTAL			

*Partnerships are encouraged to solicit in-kind contributions from their collaborating partners.

If your group has a total annual operating budget please include it with your application.

Piedmont Community Foundation

Mailing Address: PO Box 402
Middleburg, VA 20118
540 687 5223

Office location: 101 North Jay Street, Middleburg

Equal Opportunity Statement

The Piedmont Community Foundation seeks to enhance the quality of life for all citizens in Loudoun and Fauquier County as our dynamic community continues to grow and change.

The Piedmont Community Foundation’s directors recognize the future strength of this community rests firmly on its commitment to value, respect and fully embrace the richness of a diverse citizenry.

The Piedmont Community Foundation values organizations within our community that reflect and promote diversity in Loudoun and Fauquier County. We seek grantees that incorporate diversity into their work and strive to create diverse governance boards, relationships with partner organizations and to serve diverse constituents.

The Piedmont Community Foundation believes no person should be excluded from agency services, employment or volunteer participation because of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation or religious belief, or for any other discriminatory reason.

The Piedmont Community Foundation’s Community Grant Making Program requires grant applicants to hold similar standards and provide a written statement documenting their agreement. Grant applications from organizations known to have discriminatory policies will not be considered.

Documentation of organization applying for funds:

The organization or group listed below agrees to adhere to the values and principles of non-discriminatory practices enumerated above in the Piedmont Community Foundation’s equal opportunity statement.

Name of Organization: _____

Print name and title of person signing: _____

Signature and title: _____

Date of agreement: _____

GUIDELINES FOR YOUTH GRANT APPLICANTS

S. Murray Rust and Mary H. C. Rust Student Philanthropy Project

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WHO ARE WE?

Founded in 1999, the Piedmont Community Foundation is a publicly supported, tax-exempt organization that benefits both philanthropists and charities in northern Virginia, specifically Loudoun and Fauquier Counties.

The ***S. Murray Rust and Mary H.C. Rust Student Philanthropy Project*** (SPP) was started in 2006 by the Piedmont Community Foundation via a grant from the Rust Family Foundation to honor the principles of encouraging youth philanthropy which were of high importance to Mr. and Mrs. S. Murray Rust during their lifetimes. The children, grand-children and great-grandchildren of Stirling Murray Rust and his wife Mary Hilton Coburn Rust seeded a permanent charitable endowment to provide an on-going grant-making program, advised and self perpetuated by students. The project empowers and encourages youth volunteerism and permanent strategic student philanthropy— Student grant-makers fund youth volunteer projects that **take a “Forward Turn” to benefit communities in Loudoun and Fauquier Counties.**

A Steering Committee, comprised of local high school students, is responsible for determining the needs of youth in Loudoun and Fauquier Counties, preparing a Request for Proposal, reviewing grant applications, and making funding recommendations to the Piedmont Community Foundation’s Board of Directors. Consideration will be given to youth-driven organizations that provide programs or services relating to one or more of the focus areas listed below.

WHAT ARE OUR FUNDING PRIORITIES?

The Steering Committee of teen grant-makers will consider projects that focus on one or more of the four target areas:

1. Assisting the Less Fortunate:

Supporting ideas to aid the needs of children and families. Key areas of interest are those that provide food, clothing and shelter.

2. Promoting Positive and Healthy Lifestyles:

Supporting ideas that promote positive and healthy influences. Key areas of interest are internet safety; suicide prevention and teen depression; eating disorders, stopping substance abuse and bullying; road safety; and healthcare/teen pregnancy.

3. Addressing Educational Improvements:

Supporting ideas for keeping kids in school; developing student potential and encouraging peer motivation.

4. Maintaining and Improving our Environment:

Supporting ideas for community clean-up and projects to preserve our environment.

Projects must involve young people in planning, implementing, & evaluating the project.

HELPFUL HINTS

- An organization that partners or collaborates with another organization has favorable impact with the student review team.
- Projects are encouraged where a small amount of money will have high impact.
- A site visit/interview may be scheduled for organizations under consideration.

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ELIGIBILITY

Proof of eligibility must be submitted with your application. Page 2 of the application gives you the details to determine your eligibility.

Any eligible youth-run organization or youth with an idea for improving their community in Loudoun or Fauquier Counties may apply if in need of funding for programs or projects that benefit the community. Applicants may include, but are not limited to: individuals, church youth groups, school clubs or nonprofit organizations that involve youth in the planning, implementation and evaluation of the proposed program.

Applicant must sign an Equal Opportunity Statement (FORM included in this packet) to complete eligibility. Please call the Foundation if you have questions; 540-687-5223.

SIZE OF AWARDS

Grants will generally range from \$500 to \$2,500.

NOTE: Collaboration is not required for funding, however the committee prefers not to be the sole funder of a program or project. A group's commitment to a program or project as demonstrated by its other fund-raising efforts will be taken into consideration.

HOW DO I REQUEST A GRANT?

To request support from *S. Murray Rust and Mary H.C. Rust Student Philanthropy Project* submit a written grant application following the instructions on page 2 of this 6 page packet.

WHEN IS THE DEADLINE and WHEN IS AWARD MONEY SENT?

The *S. Murray Rust and Mary H. C. Rust Student Philanthropy Project* conducts one grant cycle annually. There is a deadline date to submit your written application and an interview date.

Grants can be submitted from September to the January Deadline

Written Applications Due	January 13, 2012
Grant Interviews held on	January 28, 2012 (Saturday)
Grant Decisions/Funding	March/April

You have one year to complete your project once it is funded.

HOW CAN I GET MORE INFORMATION?

Please call the Piedmont Community Foundation office at (540) 687-5223, or send an e-mail to info@forwardturn.org ...or visit us on the web: www.ForwardTurn.org