



## **VBRSF 2019 GRANT APPLICATION**

### Cover Sheet

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Brief Proposal Description:

Total Project Budget: \_\_\_\_\_

Amount requested: \_\_\_\_\_

Amount/source of other confirmed/pending requests:

Number of individuals to be served by the program:

\_\_\_\_\_  
President/Captain

\_\_\_\_\_  
Date

## **Grant Application Guidelines**

- Typed, using 12 point font and 1" margins
- Stapled in upper left hand corner (do not bind or put in a notebook or binder)
- Submitted on only one side of each sheet of paper
- Mailed or hand delivered (**faxed and emailed proposals will not be considered**)
- Proposals must be postmarked by the deadline date

**Proposals must be postmarked or hand-delivered no later than 5 pm, Monday, October 1, 2018 (No electronic submissions will be accepted) to**

Virginia Beach Rescue Squad Foundation  
Attn: Gina Benefiel  
740 Virginia Beach Boulevard  
Virginia Beach, VA 23451

### **Grant Application:**

- 1. Complete Grant Application Cover Sheet**
- 2. Proposal Narrative (2 page maximum) – Be clear & concise**
  - **Organization Overview** (1/2 page):  
Brief description of organization; mission and/or vision statement(s); number and composition of staff and volunteers; population served both by the overall organization and project, including numbers and geographical location
  - **Project Description** (1 ½ pages):  
Need for the project; project overview; project goals and objectives; collaborative activities; definition of project success; outcomes to be measured including measurement and evaluation procedures/instruments
- 3. Budget (1 page maximum)**
  - **Current Organizational Budget**
  - **Project Budget & Amount Requested**
  - **Project Budget Narrative –**  
(Explanation of line items, if needed and description of how Foundation funds will be used.)

**Submit two copies in sets, one of which should include all attachments.**

### **Required Attachments (one set):**

- **IRS 501 (c) (3) Determination Letter**
- **Most recent annual financial report (audited or unaudited)**
- **Most recent IRS Form 990**
- **Current Year Financial Statement**
- **Board/Officers and Staff listings**
- **Evidence of accreditation, licensing, etc. if applicable**
- **Informational materials (optional)**