



## 2023 Healthy Living Grants

### Program Guidelines

This competitive grants program will award project support of up to \$10,000 to eligible organizations. Project support is defined as a set of activities conducted during a specified period of time and with clear deliverables that further the organization's mission or build organization capacity.

#### **Guidelines**

- Organizations must be recognized as tax-exempt under Section 501(c)(3) of the Internal Revenue Code, or be a school, municipality or other subdivision of government. Organizations that do not have public charity status may apply for grants if another public charity acts as a fiscal sponsor.
- Proposed activities must support the mission of Culpeper Wellness Foundation:
  - To improve health and promote wellness in Culpeper, Madison and Orange counties.
- Funds must be used for charitable purposes and community benefit.
- Projects need to be completed by 3/31/2024.
- An interim or final report is required by 12/31/23. If the project or activity is not completed until 3/31/24 a final report must be submitted by 4/15/24.
- The Foundation reserves the right to rescind a grant if the project is cancelled or delayed or if the recipient organization no longer qualifies.
- If an organization received funding in a previous year, a final grant report must be on file at the Foundation prior to being considered for additional funding.

#### **We do not fund:**

- Grants to individuals
- Event sponsorships

19002 Crossroad Parkway  
Culpeper, Virginia 22701



**Strong applications should demonstrate:**

- Clear community need for the project
- Timeliness: Why is this a strategic time to invest in the project?
- A clear and realistic plan describing what will be accomplished
- A strategy for how the work, if ongoing, will be sustained beyond the grant period

## **Frequently Asked Questions**

**When can I apply?**

Applications will be accepted online only from March 13 to April 14, 2023.

**How do I submit my application?**

You will be prompted to create an account and, subsequently, to enter the requested information about your organization and proposed project. Your application does not need to be completed in one visit to the site, you can return to edit or add information as needed until 5 pm on April 14.

**What information is required to apply?**

Please be prepared to provide the following information and required documents.

- Project Description – Describe your project and proposed workplan
- Results – What will be different as a result of this project? What measurable outcomes do you expect to achieve?
- Need/Timeliness of Request – Describe evidence of community need for the proposed activities. Why is it important that this project happen now?
- Organizational Capacity – Provide background on your organization and its experience meeting its goals.
- Sustainability – If the project work is ongoing, how will that be funded?
- Attachments required:
  - Organizational budget
  - Project budget
  - Tax determination letter
  - List of the Board of Directors



**When will I know if my application is chosen for funding?**

You will be notified of our decision by May 31, 2023.

**What type of projects or activities will be considered for funding?**

The Foundation is interested in funding projects and activities that improve the health and promote wellness for people living in our service area of Culpeper, Madison and Orange counties. Health is broadly defined to include physical, social and emotional well-being.

**My project will cost \$30,000. Can we still apply for funding?**

The maximum Healthy Living Grant award is \$10,000. You can apply for funding for a larger project IF you have secured the additional funding needed prior to applying for a Healthy Living Grant.

**Who decides which grants receive funding?**

The Foundation's board of directors has delegated Healthy Living grant-making authority to the Community Grants Advisory Board. The advisory board is comprised of volunteer advisors who will review each qualified application and determine how to allocate the available funds.

**Who should I contact if I have questions?**

Marcia Hoffman, Executive Assistant, at [mhoffman@culpeperwellness.org](mailto:mhoffman@culpeperwellness.org) or 540-445-5409.