

**John Randolph Foundation
Emergency Grant
Application
Guidelines**

EMERGENCY GRANT APPLICATION GUIDELINES FOR JOHN RANDOLPH FOUNDATION

Purpose: “Emergency” Grant Request

Policy: An “emergency” grant request may be made by a potential grantee between normally scheduled cycles.

Procedure: To request an “emergency” grant, an organization must be in a state of emergency as defined in this policy and meet and follow criteria and procedures as outlined in this document.

1. An emergency is defined as a sudden, unexpected occurrence demanding immediate action and attention for the community, i.e. tornado, flood, serious auto or train accident where many people have been affected. An emergency request may also be considered if the organization applying is in danger of terminating services that are essential to the well-being of the citizens of the John Randolph Foundation Service Area which consists of Hopewell, Prince George, Chesterfield, Dinwiddie, Petersburg, Colonial Heights, Ft. Lee, Surry, Sussex, Greensville, Emporia, Charles City, and/or Southeast Henrico (Varina-south of I64).
2. The following entities may apply for an “emergency grant” from the John Randolph Foundation:
 - A. A community-based public or private non-profit organization with 501©(3) tax-exempt status and classified as a 509(a) non-private foundation.
 - B. An applicant seeking tax-exempt, non-private foundation status under 501©(3) and 509(a). Please note: No funding will be awarded without a final determination letter from the IRS.
 - C. A tax-exempt operating foundation under 501©(3) and 4940(d)(2).
 - D. A government instrumentality or political subdivision.
3. The organization must provide well-defined services and/or programs to the residents of our service area, which are consistent with the mission of the John Randolph Foundation.
4. The organization must submit an “emergency” grant request application which includes: (a) agency service area; (b) mission; (c) agency services; (d) target population; (e) the problem or community need which the project will address; (f) a description of the emergency, how it addresses the community needs and how it relates to the mission of the JRF; (g) anticipated results or impact on the community; (h) a time frame of activities; (i) a short description of applicant’s organization; (j) local leadership and community support for the project; (k) estimated total amount needed for the emergency and how much can be obtained from other sources; (l) list contact person, name of organization, address and phone number.
5. The organization receiving the “emergency grant” must file a report within six months after receiving the grant money which addresses the following: the extent to which the organization has met its objectives; action plan demonstrating how funding will be generated in order to sustain the program and/or the organization; demonstration of community commitment and support for the organization; how the organization delivered services and programs.
6. All “emergency grant” requests will be reviewed by the Grant committee. Assuming funds are available from the budget of the given year, the Grant Committee shall have authority to act on behalf of the Board of Trustees with concurrence of the President. If funds are not available, a recommendation for additional funding may be made at the next regular board meeting or at a called meeting of the Executive Committee, depending upon how quickly funds are needed.

John Randolph Foundation
“Emergency” Grant Request
Eligibility Application

Please complete (type or print in ink) all information and return to John Randolph Foundation, 106 North Main Street, P.O. Box 1606, Hopewell, VA 23860, Attention: Lisa H. Sharpe, Grant Committee, Emergency Grant Request.

1. Agency Name: _____

Address: _____

City/State/Zip code: _____

Telephone Number: _____

2. Contact Name & Title (to receive all checks and requests for information)

3. Does your organization provide services and/or programs consistent with John Randolph Foundation’s mission? Yes ____ No ____ . If yes, describe the services and/or programs provided by the organization.

4. Does your organization have an IRS 501©(3) tax exempt determination letter? Yes ____ No ____

- If you answered yes, attach a copy of your organization’s tax exempt determination letter.
- If you answered n, is your organization a tax-exempt operating foundation under 501©(3) and 4940(d)(2) OR a government instrumentality or subdivision ? Yes ____ No ____

5. Describe the geographic area(s) your organization serves including the number of people served:

6. What is the organization’s mission?

7. Describe the target population served:

8. How will these funds be utilized? What is the emergency situation, problem or Community need which will be addressed? How will you evaluate the effectiveness of the grant? What results do you anticipate and/or how will the community be impacted? What is the time frame of activities?

