

**John Randolph Foundation  
Grant Application  
Guidelines**

# **JOHN RANDOLPH FOUNDATION**

## **HISTORY**

The John Randolph Foundation was initially established as a supporting organization to the John Randolph Medical Center in 1991. Upon the sale of the Medical Center in August, 1995 to Columbia/HCA, a for-profit corporation, the Foundation became an independent entity separate from the John Randolph Medical Center.

The John Randolph Foundation (the Foundation or JRF) is a non-stock, not-for-profit 501(c)(3) organization governed by a volunteer board of trustees. The Foundation is a free-standing source of funding and financial support to our community not readily available elsewhere. Our goal is to identify and support health programs and services and quality of life improvements in the City of Hopewell and the surrounding areas [Prince George, Chesterfield (South of 288 & East of Courthouse Road), Petersburg, Colonial Heights, Ft. Lee, Dinwiddie, Surry, Sussex, Charles City, and Southeast Henrico (Varina-South of I64)].

## **MISSION**

Since its inception, the JRF has provided funding to those non-profit organizations with programs that embody the Foundation's mission to:

- Promote good health concepts and practices.
- Support medical and allied health education.
- Actively participate in healthcare planning processes for the community and monitor appropriate utilization of available healthcare resources.
- Promote wellness and health education programs.
- Support appropriate entities in the reduction of substance abuse, spousal abuse and violent crimes.
- Work to reduce cost of healthcare to senior citizens and the disadvantaged.

In keeping with its mission the Foundation will provide monetary assistance to non-profit organizations without regard to race, religion or creed.

The Foundation is committed to helping improve the availability of quality healthcare and quality of life standards for the citizens of Hopewell and the surrounding areas. No grants will be awarded directly to individuals, religious or political organizations.

## FUNDING PRIORITIES

JRF supports a number of health-related programs, but it gives funding priority to those organizations whose proposed program and/or service addresses child health issues (ages 0-17), health issues of senior citizens or barriers that prohibit people from accessing primary medical care. Special consideration will be given to organizations which support an area of need identified as a priority in a needs assessment commissioned by JRF. These identified areas of need are as follows:

- **Hopewell** – Adult Education (including job training and placement), Primary Health Care, Mental Health & Substance Abuse Services and At-Risk Families
- **Charles City County** – Preventive Medicine and Health Screenings
- **Chesterfield County** – Mental Health Services
- **Colonial Heights** – High Teenage Pregnancy Rates
- **Dinwiddie County** – Mental Health Services and Low Standards of Learning (SOL) Scores
- **Petersburg** – High Teenage Pregnancy Rates, Low School Attendance and Low Standards of Learning (SOL) Scores
- **Prince George County** – Health Screening for Ambulatory Sensitive Conditions
- **Surry County** – Mental Health Services and Low Standards of Learning (SOL) Scores
- **Sussex County** – Low School Attendance and Low Standards of Learning (SOL) Scores

## TYPES OF SUPPORT

Types of support that JRF will give to non-profit organizations include: annual fund campaigns, emergency funds, general purposes, equipment, matching funds, health related scholarship funds, special projects, building funds, seed money, student aid in the health field, technical assistance, consulting assistance, program/services development, operating budgets, renovation projects, conferences, workshops, seminars, lectureships, and health related research projects at area universities and colleges.

## GRANT ELIGIBILITY

The following entities may apply for a grant from the John Randolph Foundation:

- A community-based public or private non-profit organization/agency holding a 501(c)(3) tax exemption status and classified as a 509(a) non-private foundation.
- A tax-exempt operating foundation under 501(c)(3) and 4940(d)(2).
- A governmental instrumentality or political subdivision.

## GRANT CRITERIA

The requested grant money must help to improve the availability of quality healthcare and quality of life standards for the citizens of Hopewell and the surrounding areas. In addition, the request must:

- Target a clearly-defined project or need;
- Display broad-based community commitment and collaboration;
- **Demonstrate that at least 25% of the project costs are underwritten by the community;**
- Reflect strong organizational leadership;
- Present a viable plan to sustain funding after Foundation funds are depleted; and
- Present a strong evaluation process of the project to the Foundation as project moves forward.

## GRANT REVIEW PROCESS

There are two steps to the Foundation's grant application process. **Step One** is the submission of a concept paper. Concept papers are accepted throughout the year. The review process begins August 1 and February 1 of each year. Concept papers received after either date will be held for the next grant cycle (*please see Deadlines*). **Step Two** is the application process for formal proposals. **Only applicants who have been invited** to develop a formal proposal should submit a proposal to the Foundation. Detailed instructions for each step in the process follow.

**Please Note: An invitation to submit a concept paper or a proposal does not guarantee funding for a project.** Grant awards are only assured after: the application/review process is complete; the Foundation Board of Trustees has made final determinations regarding awards; and a satisfactory letter of agreement has been finalized.

### STEP ONE: CONCEPT PAPER/LETTER

If you have a project which meets the Foundation's criteria, please submit the attached "Executive Summary" form and a three-page concept paper to the Foundation. Provide, in as much detail as possible, the following information:

1. The problem or community need which the project will address.
2. A description of the proposed project, how it addresses the community's needs and how it relates to the mission of the Foundation.
3. The anticipated results or impact of the project on the community.
4. A time frame of activities.
5. A description of the applicant's organization.
6. The local leadership and community support for the project.
7. Plans for sustaining the project after Foundations funds are depleted.
8. Estimated total project costs and the amount you are seeking from the Foundation. (The concept paper must indicate that a minimum of 25% of total project costs will come from the community through either cash or in-kind contributions.)
9. List contact person, name of organization, address and phone number.

When submitting the Concept papers/letters, please follow these guidelines:

- They should be no longer than three (3) typewritten, double-spaced pages (excluding the "Executive Summary" form)
- Use standard font size (12 point)
- Use letter-sized paper (8 1/2" X 11") with 1" margins
- Number each page. Page One will be the attached "Executive Summary Form."
- Do not send attachments of any kind with the concept paper (they will not be acknowledged or returned)
- At this stage, the Foundation will respond to concept paper inquiries only. It will not respond to unsolicited formal proposals or to general requests for funds.
- Submit **one original and eight (8) copies** of the concept paper to the Foundation.

The Grant Committee will review concept papers and correspond with applicants regarding request for formal proposals. Applicants will be notified by March 1 or September 1, depending on the cycle (*please see Deadlines*).

### STEP TWO: FORMAL PROPOSAL

If your concept paper meets the Foundation's criteria and appears to provide an innovative health and quality of life related funding opportunity, you will be asked to submit a formal proposal.

If this is the **FIRST TIME** your organization has been invited to submit a full proposal, or if you have not received a JRF grant during the past two years, you must follow the guidelines listed below for a **“FULL PROPOSAL.”**

If your organization has been a recipient of a JRF grant during the past two years, see the guidelines on the following page for submission of an **“ABBREVIATED PROPOSAL.”**

## GUIDELINES FOR “FULL” PROPOSAL

### **A FULL PROPOSAL MUST CONTAIN:**

- I. Summary:** Brief Overview of the Organization and Project and Mission Statement . Please use the attached “Executive Summary” form. This will be the first page in the proposal. *A cover letter is not necessary.*
- II. Fiscal Agent:** Include a one (1) page letter of intent from the individual who will serve as fiscal agent and supervisor of the proposed project. Include name of contact person and organization, mailing address and phone number.
- III. Introduction** (up to 3 pages)
  - A. History of Organization
  - B. Purpose of Organization
  - C. Philosophy
  - D. Programs currently offered
  - E. Recipients of services
  - F. Profile of staff, board volunteers
  - G. Demographics
  - H. Organizational achievements
- IV. Statement of Request: Problems/Needs/Conclusion** (up to 3 pages)
  - A. Brief statement of problem (purpose of request). Include specific needs to be met and goals of program; who will benefit; what good will program do.
  - B. Description of how your program/project will meet needs
  - C. Amount of request
  - D. Period during which program/project is to be implemented
  - E. Contact person, telephone number and mailing address for request
  - F. Description of existing programs or projects which would meet the same or similar needs to be met by the proposed program/project in the community
- V. Evaluation of Program/Project (no more than 2 pages)**
- VI. Future Funding** (no more than 1 page) [alternative sources of funding and outstanding funding requests for this program/project]
- VII. Detail Program/Project Budget**

## VIII. Supplemental Information (Attachments)

- A. Audited financial statement for past year and/or IRS Form 990
- B. Current year's budget
- C. Fund raising history
- D. Organizational Chart
- E. Letter of Determination from Internal Revenue Service [Section 501(c)(3)], a full copy. Organizations that have not received a Letter of Determination by April 1 or October 1 may not submit a formal proposal.
- F. List of Services
- G. List of Board Members
- H. List of Management Staff
- I. Support Letters (3) from community (individuals, businesses, agency, industry)
- J. Additional support documents to assist in your request (e.g. survey)
- K. If applicable, six month and final progress reports from last John Randolph Foundation Grant

### GUIDELINES FOR "ABBREVIATED" PROPOSAL

(for use if your organization has been a recipient of a JRF grant during the past two years)

The Abbreviated Proposal must contain the information marked "REQUIRED" below. If the section is marked "OPTIONAL," complete this section only if the information is different from the information submitted in your organization's previous Full Proposal.

- I. Summary:** Brief Overview of the Organization and Project and Mission Statement. Please use the attached "Executive Summary" form. This will be the first page in the proposal. **[REQUIRED]** *A cover letter is not necessary.*
- II. Fiscal Agent:** Include a one (1) page letter of intent from the individual who will serve as fiscal agent and supervisor of the proposed project. Include name of contact person and organization, mailing address and phone number. **[REQUIRED]**
- III. Introduction (up to 3 pages) [OPTIONAL]**
  - A. History of Organization
  - B. Purpose of Organization
  - C. Philosophy
  - D. Programs currently offered
  - E. Recipients of services
  - F. Profile of staff, board volunteers
  - G. Demographics
  - H. Organizational achievements
- IV. Statement of Request: Problems/Needs/Conclusion (up to 3 pages) [REQUIRED]**
  - A. Brief statement of problem (purpose of request). Include specific needs to be met and goals of program; who will benefit; what good will program do.
  - B. Description of how your program/project will meet needs
  - C. Amount of request
  - D. Period during which program/project is to be implemented
  - E. Contact person, telephone number and mailing address for request
  - F. Description of existing programs or projects which would meet the same or similar needs to be met by the proposed program/project in the community
- V. Evaluation of Program/Project (no more than 2 pages) [REQUIRED]**

- VI. Future Funding** (no more than 1 page) [alternative sources of funding and outstanding funding requests for this program/project] **[REQUIRED]**
- VII. Detail Program/Project Budget** **[REQUIRED]**
- VIII. Supplemental Information (Attachments)**
  - A. Audited financial statement for past year and/or IRS Form 990 **[REQUIRED]**
  - B. Current year's budget **[REQUIRED]**
  - C. Fund raising history **[REQUIRED]**
  - D. Organizational Chart **[OPTIONAL]**
  - E. Letter of Determination from Internal Revenue Service [Section 501(c)(3)], a full copy. **[OPTIONAL]**
  - F. List of Services **[OPTIONAL]**
  - G. List of Board Members **[OPTIONAL]**
  - H. List of Management Staff **[OPTIONAL]**
  - I. Support Letters (3) from community (individuals, businesses, agency, industry) **[REQUIRED]**
  - J. Additional support documents to assist in your request (e.g. survey) **[OPTIONAL]**
  - K. Six month and final progress reports from last John Randolph Foundation Grant **[REQUIRED]**

For both the Full Proposal and the Abbreviated Proposal, the following guidelines apply:

- The narration of the formal proposal should be no longer than ten (10), typewritten, double-spaced pages (excluding the “Executive Summary” form).
- Use letter-sized paper (8 1/2" X 11") with 1" margins.
- Number each page. **Page One will be the attached “Executive Summary Form.”**
- Submit **one original and eight (8) copies** of the entire proposal to the Foundation.

### **SPECIAL INSTRUCTIONS, POLICIES AND INFORMATION**

- Please examine your proposal carefully to ensure you have provided all the information requested by the Foundation and that your concept paper or proposal meets all the specifications outlined in the guidelines.
- The Foundation will not review incomplete proposals or those which do not follow the Foundation's specifications.
- All attachments and additional materials should be submitted with the formal proposals.
- Applicants are responsible for verifying the receipt of a concept paper or proposal in the Foundation's office by the deadline. The Foundation will not review applications that are received after the deadline.
- An organization may receive no more than one grant per calendar year. Additionally, an organization may not receive grants during two consecutive funding cycles.
- The Foundation's Board of Trustees will review each proposal and inform applicants of its decision in as timely a manner as possible.

## **DEADLINES**

Concept papers are welcomed throughout the year and will be reviewed on a rolling basis. Review cycles begin February 1 and August 1 of each year. Specific dates for the Spring and Fall cycles are below. Concept papers and proposals must be received in the Foundation office by 4:00 p.m. on the specified due date, unless specified differently. If the due date falls on a Saturday, Sunday or a holiday, then it is due the next business day by 4:00 p.m.

The Foundation Board of Trustees' Grant Committee will review completed formal proposals and determine grant awards by June 30 and December 31 of each year. It may take up to six months for a project to go through all of the steps of the review process.

### **Spring Grant Cycle**

February 1      Deadline for receipt of concept papers.  
March 1        Notice regarding development of formal proposals.  
April 1         Deadline for receipt of formal proposals.  
June 30         Grant awards announced by Foundation Board.

### **Fall Grant Cycle**

August 1        Deadline for receipt of concept papers.  
September 1    Notice regarding development of formal proposals.  
October 1        Deadline for receipt of formal proposals.  
December 31    Grant awards announced by Foundation Board.

## **CONDITIONS FOR GRANT ACCEPTANCE**

- Each grantee must sign a letter of agreement with John Randolph Foundation and return all three pages which delineates the terms and specific objectives of the project.
- An evaluation will be required for every funded project. The focus of this evaluation should be based on how effective the project is in achieving its stated goals, and in turn, how achieving such goals will improve the health and quality of life of this community.
- Each grantee must agree to submit requested data and reports on a timely basis and to assist with the review process as requested. Failure to do so could result in termination of funding.

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**Please submit your completed grant request- one original and eight (8) copies to:**

Grant Program Officer  
John Randolph Foundation  
112 North Main Street, P.O. Box 1606  
Hopewell, VA 23860

***For more information about the grant process or the Foundation, please contact:***  
Josie Craighead-Bailey, Grant Program Officer, or Lisa H. Sharpe, Executive Director.

Phone: (804) 458-2239

Fax: (804) 458-3754

Email: [jrfgrants@johnrandolphfoundation.org](mailto:jrfgrants@johnrandolphfoundation.org) or [lsharpe@johnrandolphfoundation.org](mailto:lsharpe@johnrandolphfoundation.org)

# John Randolph Foundation Grant Proposal Executive Summary

## Cover Sheet for Concept Paper and Formal Proposal

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

Contact Name and/or Project Supervisor: \_\_\_\_\_

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

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

Telephone: ( ) \_\_\_\_ - \_\_\_\_ Fax: ( ) \_\_\_\_ - \_\_\_\_ Email: \_\_\_\_\_

Name and Address of Fiscal Agent (if different): \_\_\_\_\_

Indicate the Percentage of the Project that Serves the Following Geographic Area(s):

City of Hopewell	_____ %	Prince George County	_____ %	Petersburg	_____ %
Dinwiddie County	_____ %	Colonial Heights	_____ %	Ft. Lee	_____ %
Charles City County	_____ %	Surry County	_____ %	Sussex County	_____ %
Chesterfield	_____ %	Southeast Henrico	_____ %	Other (Please List )	_____ %
(South of 288 East of & Courthouse Rd)		(Varina – South of I64)		_____	_____ %
				_____	_____ %

Brief Mission Statement of Organization (2-3 sentences only)

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Brief Description of Request (2-3 sentences only)

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Amount of Request: \$ \_\_\_\_\_

Total Cost of Project: \$ \_\_\_\_\_ Estimated Time Frame of Project: \_\_\_\_\_

Is your organization designated as a 501(c)(3) organization or a government instrumentality?

Yes \_\_\_\_ No \_\_\_\_ If no, please explain: \_\_\_\_\_

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List previous John Randolph Foundation grants, including date received and amount:

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