VIRGINIA MUSEUM OF HISTORY & CULTURE

THE COMMONWEALTH HISTORY FUND   *Presented by Dominion Energy*

GRANT APPLICATION

Accepted September 1, 2023 through September 30, 2023.

Applicant Information

Applicant

Partner Organization/s

Contact Person

Contact Title

Phone Number

Email Address

Mailing Address

Type of Applicant (applicant must be based in Virginia)

☐ Nonprofit 501(c)(3)/Educational Institution

☐ State or Federally Recognized Native American Tribe

☐ Local Government Agency

Federal Tax ID Number/EIN

Project Information

Name of Project (project must be in the state of Virginia)
Please note that the name of the project will be publicized.

Project Summary (30 words maximum)

Primary Location of Project and Communities Served (150 words maximum)

Project Description (250 words maximum)

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Amount of Funds Requested [   ]
Are Funds Being Sought Elsewhere? If Yes, What Organization(s) and Amount(s) Requested
or Funded. [   ]

Project Schedule

Project Start and End Date [   ]

Important Project Milestones (150 words maximum)

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Project Narrative

The following criteria must be addressed in the grant application:

Organizational Background

Brief statement of the history and purpose for which your organization was formed
and is operated. Include organization's mission statement. (250 words maximum)

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Brief description of the current major programs that comprise your organization's services and the constituents served. (250 words maximum)

Brief description of the major accomplishments and capabilities of your organization. (250 words maximum)

Statement of Need

Problem, need, or issue your project will address. (500 words maximum)

How your project addresses the stated need. (250 words maximum)

How does this project support your mission? (250 words maximum)

Overview of Project
Purpose of the project. (500 words maximum)

Current status of the project. (250 words maximum)

Specific action plan and timetable for addressing the stated need. (250 words maximum)

Key relationships with other institutions and agencies that will enhance the chances of the project's success. (250 words maximum)

How will the project contribute to the preservation and interpretation of Virginia history and the greater history community? (500 words maximum)

Have you sought technical assistance or guidance on the project design? If so, please describe. (250 word maximum)

Identify the communities that will be positively impacted by the project and what means you will use to reach them. (500 words maximum)

If you are requesting funding for website development, video, or other media production, please describe how this product will advance the goals of your organization/project and how it will be used. (250 words maximum)

How will the project proceed if the full amount is not awarded? (250 words maximum)

How will this project be sustained? (250 words maximum)

Other information you want us to know about this project. (250 words maximum)

Project Directors/Principal Personnel
See grant application checklist.

Measurable Objectives
Clear, measurable objectives you will use to assess your progress in achieving the project's purpose. Please include any specific indicators that you will use to track the progress of these objectives.

(250 words maximum)

Supplemental Materials
See grant application checklist

Financial Information
See grant application checklist

The Commonwealth History Fund
Grant Application Checklist

Please include the following required information as appendices to your grant application:

- ☐ Completed grant application.
- ☐ Tax exempt status from IRS, for example: 501(c)(3), IRC Section 7871, or governmental information letter. If your organization does not have either of these, please submit reason for not having substantiation of tax exemption status.
- ☐ Current fiscal year operating budget.
- ☐ Project budget. (use form included)
- ☐ Most recent audited financial statement, review report, or compilation report. If your organization does not have any of these audited financial statements, your current fiscal year operating budget will suffice.
- ☐ Most recent IRS Form 990 or IRC Section 7871.
  (completed document; not the confirmation of receipt from the IRS)
- ☐ List of board of directors/trustees, including their professional affiliations along with the titles of your principal officers.
- ☐ Resumes or biographical sketches of the principal personnel (paid or unpaid) involved with the execution of this project. Show each person's title for the project on the resume/sketch. (two pages maximum)

☐ Letters of support from individuals and organizations and others whose interest in the project proposal reflects wide community-based support for the application. (three letters of support maximum) (not required, but recommended)

☐ Any substantiating materials for the project, (one to three pages). For example:
- Conservation assessments
- Images

When you are ready to submit your application, please email HistoryFund@VirginiaHistory.org for instructions.