

Harvest Foundation

Grant Application Components

Eligibility Quiz

Eligibility Quiz consists of three questions to determine IRS status, geographic and strategic alignment. Applicant needs to meet all qualifications in order to move forward to the first step of the grant application: the Needs Statement.

1. Is your **organization** currently **recognized** by the **IRS** as a **501(c)3 charitable organization or political subdivision eligible for charitable contribution** under the Internal Revenue Code?
 - If no, do you have a fiscal sponsor that is recognized by the IRS as a 501(c)3 charitable organization or political subdivision eligible for charitable contribution under the Internal Revenue Code?
2. Will your **project directly serve** the community of **Martinsville and/or Henry County, Virginia**?
3. Are you proposing a **program** that will **directly align** with **Harvest's Economic Development strategic focus** around Workforce, Investment or Advocacy?

Needs Statement

Clear description of a specific, identified need (supported by research and statistical documentation) which is impacting residents of the Martinsville Henry County community. If Needs Statement shows alignment with Harvest Foundation goals and strategies and makes a compelling case for local need and outcomes, then applicant will be invited to Step 2 of the application process: Project Proposal

- **Basic organizational** information (name, address, phone #, contact person and info)
- **If serving as Fiscal Sponsor**, basic information for the sponsored organization
- **Needs Statement for the proposed project.** It will be in a **narrative format**, with a **1,500 word limit** and will need to include the following information.
 - **What is the need** in the community that the proposed project will address?
 - **Who is affected** by the problem and **how**?
 - What **facts and statistics substantiate the problem** and the impact on the affected population?
 - **How will your project provide a solution** to the problem?
 - **What change will occur**?

Project Proposal *(Invitation Only – based on Needs Statement)*

Full proposal which details request and includes proposed project, evaluation plan, partnerships and collaboration, financials and organizational infrastructure and capacity. It makes the case of why it is the best plan to address the need and why the organization has the ability and capacity to execute the plan.

- **Organizational Information:** Mission and major strategies? Target population served? Major accomplishments and recent impact? Organization's capacity and resources to implement the project? Any major challenges over last year or key changes to staff or board? List of board of directors; cover letter signed by executive director and board chair stating their support for the proposal; copy of signed Fiscal Sponsor agreement, if applicable.

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- **Project Details:** Detailed description of project; how will it address the need identified in the Needs Statement? What implementation strategies will be used? Details on key staff that will be directly involved and responsible for project implementation.
- **Outcomes and Evaluation:** Key goals and objectives of the project; starting benchmarks and targeted goals; tools that will be used to collect data and measure impact of project.
- **Partners:** Who are partners directly involved in the project? What are their roles and what resources do they bring to the project? Signed copies of Memorandum of Understanding for key partners, if applicable.
- **Financials:** Project budget showing total costs of project and amount being requested; Other funding sources for the project; Organizational budget and most recent Profit and Loss statement; Copy of most recent audited financials.
- **Sustainability:** How will be project be sustained after the grant?