

# We Promise Foundation Grant Application



Grant requests are reviewed in their entirety to ensure they meet our criteria. While the We Promise Foundation is unable to accommodate all requests, we will focus our support for those organizations or entities that best meet our community involvement objectives.

## Funding Guidelines

**To be eligible for funding, organizations or entities must meet the following criteria:**

- Be a part of a community in which the foundation's founding member, Chartway Federal Credit Union, has a physical location or a large concentration of members.
- Provide a service that supports the foundation's mission to make dreams come true for children struggling with severe illness or tremendous hardship. The Foundation will not provide funding for education or research.
- Services must be provided for children 18 years of age or younger.

**The following are ineligible to receive contributions:**

- Individuals, including those seeking scholarships or fellowship assistance.
- Organizations that receive 5% or more of their funding from the United Way.
- Advertising or marketing activities.
- Political, labor, fraternal organizations or civic clubs.
- Requests from religious organizations that are denominational or sectarian in purpose.
- Individual pre-K through grade-12 public or private schools.
- Colleges and universities.
- Organizations that discriminate on the basis of race, religion, age, color, sex, disability, national origin, ancestry, marital status, sexual orientation or veteran status.
- Organizations outside the United States.
- Requests that are sensitive, controversial, harmful or pose a potential conflict with the interest of the Foundation or its founder, Chartway Federal Credit Union.
- Sports, athletic event or athletic programs.
- Labor, social or fraternal organizations.
- Travel-related events, including student trips or tours.
- General support for medical centers or hospitals.
- Development of production of books, films, videos or television programs.
- Memorial campaigns.
- Endowment campaigns.
- Organizations less than two years old.

## Grant Requests

All grant requests are reviewed in their entirety to ensure they meet our criteria. While the We Promise Foundation is unable to accommodate all requests, we will focus our support for those organizations or entities that best meet our community involvement objectives. Requests must be received a minimum of four weeks prior to the deadline.

**Grant requests must include:**

- Cover letter prepared on business letterhead outlining a description of the organization's need.
- Completed Grant Application Form.
- 501(c)(3) IRS exemption determination letter (tax-exempt charitable organizations)
- Attachments or supplemental documentation, such as brochures, photos, etc. These items will be accepted but cannot be returned.

## Grant Review Process

All submitted grant requests will be reviewed for eligibility. Notification of funding decision will be made within 15 days of receipt of request.

**Applications are to be sent to:**

The We Promise Foundation  
160 Newtown Road, 5th Floor  
Virginia Beach VA 23462

*Note: No electronic forms will be accepted for review.*

The Board of Selection will review all applications and determine if a grant is to be awarded, and the dollar amount of that grant. Upon award of a foundation grant, the recipient organization or entity is required to complete and return a Use of Funds Report outlining in detail the use of funds received.

Organizations or entities awarded a foundation grant will receive a check within fifteen (15) days of notification, accompanied by the foundation's Use of Funds Report to be completed by recipient organization or entity.

# We Promise Foundation Grant Application



## Contact and Event Information

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

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

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Location

\_\_\_\_\_  
Name of Event

Brief description of the event, its beneficiaries, and audience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Financial Information

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Date Funds Needed

\_\_\_\_\_  
Amount Requested

Brief description of what the grant will be used for: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does your organization have a non-profit tax-exempt classification under section 501(c)(3) of the internal revenue code?

*If yes, include proof of status. If requesting \$500 or more, include copy of most recent financial statements.*

YES  NO