



Grant requests are reviewed in their entirety to ensure they meet our criteria. While the Chartway 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. Deadline for grant requests is November 15th. All grant requests will be reviewed in our December board meeting.

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 organizations.
- 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 or civic clubs.
- 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 Chartway 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).
- Copy of Part 1 of IRS Form 990.
- 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. Grant applications will be reviewed at our December board meeting.

Applications are to be sent to:

Chartway Promise Foundation
5700 Cleveland St., Ste. 101
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.



Grant Application

Prior to completing this form, please refer to Chartway Promise Foundation's Grant Application Instructions to determine if your organization or entity qualifies for consideration.

Contact Information

Name of Organization

Street Address

City

State

Zip

Phone

Email

Contact Person

Title

Financial Information

Date of Request

Date Funds Needed

Amount Requested

How many children will benefit from this grant?: _____

What percentage of your organization's funding comes from the United Way? _____

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

Return this form and additional information required to:
Chartway Promise Foundation, 5700 Cleveland St., Ste. 101, Virginia Beach, VA 23462