

# Portsmouth Service League GRANT Request GUIDELINES

The Portsmouth Service League (PSL) is a volunteer organization made up of young women who are involved in the betterment of the Southeastern Virginia community. PSL trains its members to be responsible civic leaders by educating and involving the members in a variety of local educational, civic, and volunteer opportunities. The group consists of women from many different backgrounds and with varied careers. Many members have lived in Portsmouth all of their lives, while many are newer to the area. Every member seeks to improve her community.

PSL gives back to the community in two specific and tangible ways:

- PSL members dedicate many hours each year through direct volunteer activities in support of area non-profits.
- Funds made available to us through our fundraising activities and through our wholly owned property, the Woman's Club of Portsmouth, are available to support area non-profits.

PSL's Grants Oversight Committee reviews all grant requests presented to the Portsmouth Service League and will notify each applicant of the Committee's decision. Requests for financial support should be submitted via the Portsmouth Service League Grant Request Application. This Application must be mailed to Portsmouth Service League, Attention: Grants Oversight Committee, P.O. Box 6647, Portsmouth, Virginia 23703 **on or before February 15<sup>th</sup> of each year.** **Incomplete applications or those mailed after the postmark deadline of February 15<sup>th</sup> will not be considered.** Your organization will be notified as to PSL's decision on or before May 1<sup>st</sup>. **In accepting an award from the PSL, all grantees have consented to comply with the League's requirements for awarded grants. Grant recipients with proposed project periods of one month or more shall submit interim progress reports to the Committee during the project period. All grant recipients are required to provide a final evaluation of the impact or success of the project to the Committee no later than three months after completion of the project.** This grant cycle covers any financial request.

The following guidelines will be used by the Grants Oversight Committee when considering grant requests.

1. Tax-Exempt Status

The requesting organization must be tax-exempt. Requests must be accompanied by a copy of the tax-exemption letter from the IRS and evidence as to the organization's qualification as a public charity organization as defined in section 509(a)(1), (2) or (3) of the Internal Revenue Code. You must be registered as a 501(c)(3) organization.

2. Criteria

A financial request will be considered if it meets one or more of the following criteria:

- a. Addresses a critical or basic need;
- b. Funds a pilot program; and/or
- c. Expands a significant service to the community.

3. Requests for Reimbursement

Requests for reimbursement will not be considered.

4. Assistance for Fundraising Activities

Requests for items or services that directly or indirectly assist or implement fundraising activities of the organization will not be considered.

**Portsmouth Service League  
GRANT REQUEST APPLICATION**

Please attach this form to the front of your grant request package. Although each proposal will be thoroughly reviewed, this form helps streamline the grant review process. You must complete the entire package to be considered for community assistance funds. If hand writing, please print.

1. In as few words as possible, please describe your grant request.

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2. Name, title, telephone number and email address of primary contact for any further details or questions.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

3. Who should receive the check if your agency is chosen as a financial grant recipient?

Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

4. Would you be willing to accept partial fulfillment and why?

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# **Portsmouth Service League GRANT APPLICATION OUTLINE**

- I. Background Information on Organization Requesting Funds
  - A. Name and Purpose of Organization
    - 1. Current 501(c)(3) letter
  - B. Brief Summary of Organizational Activities
    - 1. Activities/programs
    - 2. Success to date in meeting purpose
  - C. Organizational Structure
    - 1. Name and biographical sketch of paid chief staff person or executive officer
    - 2. Board of Directors
    - 3. Number of paid, full-time employees
    - 4. Number of paid, part-time employees
    - 5. Are volunteers used in your activities? How many? How are they used?
  - D. Has the Organization been a recipient of funds or volunteer hours from PSL before?
- II. Summary of Proposed Activity for Funding Request
  - A. Statement of the problem or need
  - B. Description of the project for which funding is sought
  - C. Specific goal(s) or objective(s) of the project
  - D. Specific amount requested from the Portsmouth Service League
  - E. How are you planning to fund this project?
    - 1. Funds on hand
    - 2. Funds pledged
    - 3. Other committed sources of funding
    - 4. Specific amounts requested from other sources (see IV. below)
  - F. Dates for implementation and conclusion
  - G. How will you evaluate and report back to the Portsmouth Service League on the impact or success of the project?
- III. Financial Information
  - A. Current Operating Budget
  - B. Current IRS W-9 Form
- IV. By submitting a grant application you are agreeing to notify The Portsmouth Service League immediately in the event funding for the item(s) requested is committed or received from another source.