

Program/Project Application (with capacity building)

The Williamsburg Community Foundation ("WCF") uses this application to make Community Grants across its four focus areas. This version is for applicants seeking program or project support for capacity building.

Before submitting an application, you must meet with WCF staff in person or by video. During the meeting, you will discuss your organization's work and proposal and receive a recommended request amount. Please email Director of Community Investment Scott Andrews-Weckerly at saweckerly@williamsburgcommunityfoundation.org to schedule a virtual or in-person meeting. Carefully review the grant guidelines and information on WCF's focus areas on our website before you apply.

WCF serves the City of Williamsburg, James City County, and York County, so grant applications must clearly benefit this community. The benefit may be for the area's people, organizations, places, or natural, historic, or cultural resources. The work may be delivered through direct service, systems coordination, or policy advocacy.

This application awards competitive grants from the following funds:

- The Community Endowment and Field of Interest funds
- Benjamin R. Altshuler Memorial Fund - Transportation
- Chapin Early Learning Fund
- Genevieve McGiffert Fund for the Musical Performing Arts
- An Occasion for the Arts Fund
- Mary Turnbull Bike & Walk Fund

WCF policy allows an organization to receive only one competitive grant per calendar year. If you are awarded a grant in this cycle, you will not be eligible to submit an application during the Fall 2027 cycle.

Organization Information

AKA: Does your organization have another name or acronym by which it is commonly known?

Website *

Organization Mission Statement *

Application Point of Contact

First Name *

Last Name *

Title or Position *

Email Address *

Direct Phone *

Is this your organization's first time applying to WCF? *

☐ Yes

☐ No

Has your organization received a competitive grant from WCF in the past? *

If the answer is "no," the organization is not eligible for general operating support.

☐ Yes

☐ No

Request Summary

Date of required meeting with WCF staff *

Enter the month and day.

Request amount recommended by WCF staff *

Enter numbers only; no dollar signs. This recommendation may have been provided during your meeting or after.

Please provide a short title for this grant request. *

Give the request a short title.

Please provide a short summary of your request. *

In three to five sentences, explain what your organization does and what you are asking WCF to support. WCF may use this summary in public materials.

Where will the work supported by this request provide a benefit? *

Select all that apply. This may include benefits for people, organizations, or places; or its natural, historic, or cultural resources.

☐ City of Williamsburg

☐ James City County

☐ York County

☐ A larger region or statewide

If the work covers a larger area, how will it specifically benefit Greater Williamsburg?

Greater Williamsburg means the City of Williamsburg, James City County, and York County.

What need, opportunity, or community condition led to this request? *

Tell us what is happening, who or what is affected, and why the work matters now. You may use local data, community experience, past results, or other useful information.

Primary Focus Area

Review WCF's focus areas and grant guidelines. Select the focus area that best matches the outcome you seek. *

☐ Housing & Economic Mobility: Supports stable housing, stronger jobs and finances, and access to transportation, childcare, internet, and other paths to opportunity.

☐ Lifelong Learning: Supports learning at every age so people can build skills, become more independent, pursue opportunity, and take part in community life.

☐ Health & Wellness: Supports health care, healthy food, safety, prevention, and practical help that allows people to stay healthy and independent.

☐ Community & Cultural Vibrancy: Supports arts, culture, recreation, community connection, and care for the natural, historic, and cultural resources that make greater Williamsburg distinctive.

Optional Secondary Focus Area

Select a second focus area only if it is critical to the request.

☐ Housing & Economic Mobility: Supports stable housing, stronger jobs and finances, and access to transportation, childcare, internet, and other paths to opportunity.

- ☐ Lifelong Learning: Supports learning at every age so people can build skills, become more independent, pursue opportunity, and take part in community life.
- ☐ Health & Wellness: Supports health care, healthy food, safety, prevention, and practical help that allows people to stay healthy and independent.
- ☐ Community & Cultural Vibrancy: Supports arts, culture, recreation, community connection, and care for the natural, historic, and cultural resources that make greater Williamsburg distinctive.

Desired Outcome

Select the one outcome below that aligns best with the change you are seeking through this request. *

Housing & Economic Mobility

- ☐ Housing stability: People with low or moderate incomes can find and keep safe, stable, and affordable housing.
- ☐ Financial and career advancement: People gain skills, qualifications, financial knowledge, and job connections that help them earn and save more.
- ☐ Access to opportunity: People can reach work, school, health care, and other key services through transportation, internet access, child care, and personal support.

Lifelong Learning

- ☐ Strong early foundations: Young children build strong skills and enter school ready to learn, with support from families, caregivers, and quality early learning.
- ☐ Youth development and preparation: Children and youth receive academic, social, and enrichment support that prepares them for college, work, and community life.
- ☐ Adult learning and independence: Adults build literacy, digital, and other skills that increase independence, job options, and community participation.

Health & Wellness

- ☐ Accessible and connected care: People receive timely and affordable physical, dental, mental health, preventive, and recovery care, with help moving between providers.
- ☐ Health, stability, and prevention: People and families can get healthy food, safety, and other support that protects health and helps prevent a crisis.
- ☐ Health and independence: Older adults, people with disabilities, and family caregivers have support that protects health, dignity, independence, and connection.

Community & Cultural Vibrancy

- ☐ Participation: People can take part in arts, cultural, recreation, and environmental experiences that enrich their lives.
- ☐ Connection and belonging: People feel valued, build relationships, express who they are, and take part in community life.
- ☐ Care for natural, historic, and cultural resources: These resources are protected and cared for now and for the future.

How will the work supported by this request help advance the selected outcome? *

Select all that apply.

- ☐ Direct services, programs, events, experiences, or other benefits to community members.
- ☐ Helping organizations work together.
- ☐ Research, data, communications, or sharing information with the community.
- ☐ Community participation, civic engagement, or work to improve public policy.
- ☐ Care and protection of natural, historic, or cultural resources.

[] Other (describe).

Program or Project Support Capacity Building Questions

This version is for capacity building: work that makes an organization stronger and better able to carry out its mission and advance the selected WCF outcome.

What part of your organization needs to become stronger?

Describe the current challenge, what you plan to improve, and how the improvement will help your organization advance the selected WCF outcome.

Suggested limit: 250 words

What change do you expect, and how will it help advance the selected WCF outcome? *

Describe what will improve within the organization and how that improvement will strengthen its work and help advance the selected WCF outcome. WCF does not expect one grant to create community-wide change by itself.

Suggested limit: 250 words

What will you do, and when will you do it? *

Describe the main activities and give a simple timeline.

Suggested limit: 350 words

Who or what will benefit from the work? *

This may include people, organizations, groups working together, natural resources, historic places, or cultural traditions. If it is useful and reasonable, estimate the number of people in WCF's service area who may benefit.

Suggested limit: 250 words

How will the work benefit the community? *

Describe the main benefits of the work. These might include reducing barriers, creating meaningful experiences, strengthening relationships or belonging, responding to what affected people say they need, improving how organizations work together, increasing understanding, improving policies or practices, or protecting a natural, historic, or cultural resource. You do not need to address every item.

Suggested limit: 250 words

What partners, working relationships, or collaborations are important to the work, if any? Does the work require any approvals or permissions?*

Briefly describe each role and the current level of commitment. If none are needed, say so.

Suggested limit: 200 words

What signs will show that the work is making progress? *

Use measures that fit the work. Examples include changes for people, stronger work across organizations, better practices, greater public understanding, steps toward a policy change, or a natural, historic, or cultural resource that was protected or improved.

Suggested limit: 250 words

What recent work or progress shows that your organization can carry out this request? *

Describe one or two examples from the past year. These may include results for people, partnerships, improvements, communications or information sharing, policy progress, or care for natural, historic, or cultural resources.

Suggested limit: 200 words

Results from Your Most Recent WCF Competitive Grant

Complete this section if your organization has received a competitive grant from WCF. First-time applicants may skip it.

When was your organization's most recent WCF competitive grant awarded?

Give the grant cycle or approximate date.

What was the grant for, and what goals did you set?

Briefly describe the purpose and main goals of the grant.

Suggested limit: 150 words

What progress did you make toward those goals?

Describe the most important results. If the work is still underway, tell us what has been completed and what remains. If a goal changed or was not met, briefly explain what happened and what you learned.

Suggested limit: 250 words

Financial and Board Information

Organization's total annual budget *

What is your fiscal year? *

Example: July 1 to June 30 or January 1 to December 31.

Does an independent certified public accountant audit the organization each year? *

An audit is not required for grant consideration.

☐ Yes

☐ No

Total cost of the program or project *

The budget must show all costs for the proposed work, including costs that WCF will not pay.

What other funding or in-kind support will help pay for this work? *

List support that is confirmed or pending. In-kind support may include donated goods, space, or volunteer time.

Suggested limit: 150 words

What do you expect to happen after the grant period? *

If the work will continue, describe the likely funding or operating plan. If it is time-limited, explain what will be completed or sustained.

Suggested limit: 200 words

Program or Project Budget Worksheet

Review the sample program or project budget and budget explanation on the WCF website before you begin. The budget must show all costs for the proposed work, including costs that WCF will not pay.

The WCF budget worksheet has three columns:

- **WCF Request:** the amount requested from WCF.
- **Other Support/Cash:** other cash that will help pay for the work.
- **In-Kind:** donated goods, services, space, or volunteer time.

Do not list overhead costs in the In-Kind column. Put overhead costs in the WCF Request or Other Support/Cash column.

In the application portal, download the WCF Program or Project Budget Worksheet. Complete it, save it as a PDF, and upload it below. Use WCF's worksheet and follow its directions so reviewers can understand the budget.

Contact WCF staff if you have questions.

Required Uploads

Annual budget compared with actual revenue and expenses for the most recently completed year *

A two-column presentation is most helpful, with budgeted items in the left column and actual results in the right column.

Upload one PDF file

Organization's most recently approved annual budget *

Upload the current approved organizational budget.

Upload one PDF file

Board officers and members *

If the organization is part of a government entity, include the list of an appropriate advisory board.

Upload one PDF file

Completed WCF program or project budget worksheet *

Upload the completed WCF worksheet as a PDF. Only the WCF worksheet will be accepted.

Upload one PDF file

Required Uploads continued

Budget explanation *

Explain each line in the program or project budget, including other cash and in-kind support.

Upload one PDF file

Additional information

Optional. You may submit one short file, such as a photo, brochure, or supporting letter. Please do not submit a lengthy document.

Upload one PDF file

Please describe your organization's major sources of funding.

If your organization or the people it serves may be negatively affected by changes in government funding, please explain. *

WCF understands that changes in government funding may affect organizations and the people they serve.

WCF Grant Conditions

Please carefully review the following grant conditions.

- ☐ A staff member or volunteer committee member may contact you after this application is submitted to request clarification about the request or budget.
- ☐ The Foundation may request a site visit or a ticket to a funded event so Foundation volunteers can review the supported activities.
- ☐ WCF will not fund organizations that discriminate on the basis of race, religion, age, sex, gender identity, sexual orientation, or national origin.
- ☐ If funding is received, the recipient will publicize the Williamsburg Community Foundation's support. WCF will be included on donor lists and recognition.
- ☐ The organization must submit a final report within one year of receiving the grant.
- ☐ Organizations with overdue final reports will not be eligible for future funding until the report is received.

By checking the box below, you agree to abide by the conditions listed above. *

- ☐ Yes, I agree.

Questions

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