

GUIDELINES FOR APPLYING FOR RESPONSIVE GRANTS AND SUBMITTING REPORTS

What we fund

Robins Foundation's responsive grantmaking program supports projects that improve the lives and opportunities of residents of the Richmond region. While the Foundation has a special interest in early childhood development and organization building, grantmaking continues to support a wide variety of community enhancing projects.

We will consider grants for program support, operating support, capital and endowment expenditures. Our grantmaking seeks to strengthen the organizations we support, and to encourage collaboration. We favor projects that will have a lasting impact, and that bring people and resources together to meet compelling needs.

Responsive grantmaking is generally limited to the Richmond metropolitan area. The Foundation does not accept unsolicited proposals from other areas. The Richmond metropolitan area consists of the cities of Richmond, Petersburg, Hopewell and Colonial Heights and the nine surrounding counties of Charles City, Chesterfield, Dinwiddie, Goochland, Hanover, Henrico, New Kent, Powhatan and Prince George.

Our responsive grantmaking program is the only grantmaking program for which applicants may apply without invitation from the Foundation.

Who is eligible

Applicants must be a public charity or a government unit or agency. Public Charity is defined as an IRS-approved tax-exempt non-profit public charity qualifying under section 501(a) of the Internal Revenue Code ("IRS") as described in IRC 501(c)(3); and furthermore a "public charity" qualifying under Section 509 (a), and specifically under 509(a)(1) or 509(a)(2) [but not 509(a)(3)]; and, finally, specifically not a private foundation as described in IRC 509(a);

Organizations must not discriminate based on race, religion, sex, age, national origin, disability, or sexual orientation.

In general, the Robins Foundation does not make grants to support religious purposes, however we do fund nonsectarian programs sponsored by religious organizations if they are otherwise eligible under our guidelines.

What we seek

We seek proposal documents that clearly articulate your project's goals and objectives, and demonstrate your organization's competence.

We want to know if your organization:

- Has a broad base of support, and staff and board leadership that is skilled and capable of carrying out the proposed grant. (Startup organizations often are unlikely to have developed the base of support we require.) We ask that you clarify the involvement and financial commitment of your organization's board, as well as community support for your organization's programs.
- Can demonstrate that your organization and personnel can achieve the results you expect from the project.
- Can clearly articulate your plans to secure future funding from other sources to continue the project for which you are seeking Robins Foundation support.
- Can clearly explain your organization's financial need for Robins Foundation support.

We also want to know if the proposed project:

- Meets a well-defined community need.
- Uses effective approaches that build on programs that have proven to be successful.
- Will develop models that may have wider application or value.
- Fosters self-reliance and/ or ends dependency.
- Focuses on prevention as well as treatment.
- Has a lasting impact.

If a capital or endowment campaign can you:

- Demonstrate your ability to complete the campaign successfully
- Articulate your plans to fund operations and facilities once the campaign is completed .

Requests for support exceed our ability to fund them. Request amounts should be appropriate to the project, and demonstrate a wise and frugal use of funds.

All application forms are available on our website: www.robinsfdn.org. We advise you to download all of our forms, including our grant reporting form, from our website and review our requested information before completing your application. This will help to clarify what we will want to know about your project when it is completed.

How to Apply

The application process begins with a preliminary proposal. Preliminary proposals are submitted in January and July for review by our Board of Directors in March and September.

If, based on your preliminary proposal submission, you are invited to submit a full proposal, you will be notified by mail of details related to that submittal. Full proposals are considered for funding by the Board of Directors in June and December.

If, based on your full proposal submission, you are awarded a grant, you will be assigned a reporting schedule in the letter notifying you of your award.

All submitting organizations will be notified of the Board’s decision regardless of acceptance or denial.

Preliminary Proposal Deadline (Postmark):	Preliminary Proposal considered at Board meeting in:	If Full Proposal invited, it will be considered for funding at Board meeting in:
January 11	March	June
July 11	September	December

For all submittals, Robins Foundation now requires that one original hard copy be mailed to our post office box, and one electronic pdf be submitted to Martha.lovig@robinsfdn.org.

The Preliminary Proposal Process

Preliminary proposals may be submitted at any time, but will fall into the consideration schedule listed above. Accessibility is crucial to our mission. Please feel free to call or email before you apply through the preliminary proposal process. While we are generally unable to meet with you in advance of a preliminary proposal, we are happy to answer your questions and help you to assess your organization’s fit with our funding priorities via email or phone. See our contact information below.

What to submit

Visit our website to download the “Preliminary Proposal” form. You will find detailed instructions for completion attached to each form. Please follow these instructions carefully.

Our review process

First, Robins Foundation staff will carefully study your application. We may contact you with questions. We may also consult specialists and other agencies active in your field.

Once we have a clear understanding of your request, the proposal will be presented to the Board of Directors for consideration.

Once a decision has been made, we will contact you by letter (regardless of our decision). Full proposals will only be accepted upon invitation.

If you are not invited to prepare a full proposal, you may reapply in any future cycle. However, we recommend that you call to seek our advice on next steps.

The Full Proposal Process

The following process is for use only by grant applicants who have been invited by letter from the Foundation to submit full proposals.

When to apply

The letter inviting you to submit a full proposal will specify the deadline for submission.

What to submit

Visit our website to download the “Full Proposal” forms. You will find detailed instructions for completion attached to each form. Please follow these instructions carefully.

Our review process

Our staff will carefully study your application. We commonly request a site visit. This may occur before or after your application has been submitted. Site visits generally include appropriate members of your staff and board.

We may also consult specialists and other agencies active in your field.

Once we have a full understanding of your request, the proposal will be presented to the Board of Directors for consideration. Full proposals are considered by the Board in June and December.

Once a decision has been made, we will contact you by letter regardless of our decision.

The Reporting Process

If you receive a Robins Foundation grant, your award letter will specify your reporting schedule, and have your Anticipated Results form attached for reference. Review the Anticipated Results form and contact us if you think that your project may have changed in a way that warrants updating this document.

We also want to know how you're doing as your project progresses – what is working and what is not. We welcome periodic updates, and require them before you make significant changes in your initiative or in how Robins funds are expended. Please contact us to discuss such changes as they occur so that we can all work together toward successful results.

What to submit

Visit our website to download the Grant Reporting form. You will find detailed instructions for completion attached. Please follow these instructions carefully.

How to Submit Your Documents

You will find downloadable versions of all of our latest forms on our website at www.robinsfdn.org.

Please mail your proposals and reports to the P.O. Box listed below, postmarked no later than the requested date. Please do not use U. S. postage options that require our staff to sign for documents.

Robins Foundation
P.O. Box 1124
Capitol Station
Richmond, Virginia 23218-1124

Express Mail services must be mailed to our physical address:

Robins Foundation
The Bank of America Building
1111 E. Main Street, Suite 701
Richmond, VA 23219

We discourage hand delivery, but a box is generally placed outside our office door on the deadline day for this purpose.

Staff Contact Information

J. Todd Graham
Executive Director
804-523-1141
todd.graham@robinsfdn.org

Jane Holliday Wilson
Director of Community Partnerships
804-523-1142
jane.wilson@robinsfdn.org

Martha T. Loving
Office Manager
804-523-1144
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Fax Number: 804-523-1150

Reapplication

Generally, organizations that have received a recent grant may reapply in a grant cycle that will place at least 12 months between your last grant award and your preliminary proposal, unless that grant was a multi-year grant. For multi-year grants consult our staff for guidance.

Organizations that were invited to submit a full proposal but were not funded should wait at least 12 months from the date of their original preliminary proposal to reapply.

Organizations whose preliminary proposals did not result in an invitation to submit a full proposal may reapply at any time, but they are encouraged to verify with the Foundation office that a new proposal would be welcome.

1/10/12