



Twin County Community Foundation
Serving Carroll County, Grayson County and the City of Galax

COVID-Relief Mini Grant Guidelines

Effective October 1, 2020

The novel Coronavirus, and then the resulting global pandemic, have touched many Twin County residents and organizations. The health of citizens in the area has been affected as well as their income, education and general well-being. The Twin County Community Foundation (TCCF) recognizes that these effects will impact our area for months to come. In response to that knowledge, the foundation seeks to provide mini grants to eligible entities that are working to alleviate the needs that have arisen due to COVID-19.

TCCF strives to assist eligible entities that provide services and projects that positively influence residents in the city of Galax and the counties of Carroll and Grayson. These mini grants will provide an opportunity to organizations to address immediate needs related to COVID-19 and seek to decrease the negative impact of the health crisis. The mini grants are separate from the annual granting that TCCF normally provides.

Focus and Priorities

TCCF will accept applications for projects related to the health, education and general welfare of the citizens of Grayson, Carroll and Galax. These projects must have a need based upon and justified by the negative impact of COVID-19.

Eligible Entities

Organizations must be qualified 501(c)(3) organizations (or government entities) serving Carroll County, Grayson County and the City of Galax.

Mini Grant Restrictions

To comply with federal guidelines and TCCF legal requirements, TCCF will not fund the following types of grants. All grants requests for these purposes will be denied:

- Grants to individuals.
- Grants to religious organizations for religious purposes.
- Grants to organizations for projects outside of Carroll County, Grayson County and the City of Galax.
- Grants to endowments or other discretionary funding pools.
- Grants for dinners, fund-raisers, or other a ticketed special events.
- Grants for political purposes or for lobbying activities.
- Grants for debt reduction.
- Grants for projects unrelated to the Foundation's purpose or not in response to COVID-19.
- Grants directly to Emergency Service Organizations whose needs may be met through Municipality funding/grant application.

Funding Levels and Dispersal

Applications will be accepted with a minimum request amount of \$500 up to a maximum amount of \$2,500. This is per application. Dispersal of funds will occur after an acceptance letter provided by TCC) is signed and returned by the grantee.

Timelines and Application Submission

Mini grant applications will be accepted beginning October 15, 2020 on a rolling basis. Applications will be reviewed on a bi-weekly basis based upon the dates in which they are submitted. Acceptance/denial notices will be available as soon as possible in order to meet immediate needs in the area related to COVID-19.

A COVID Relief Mini Grant Application (available on the TCCF website) must be fully completed and submitted with the following attachments:

- 1) The names, titles, city of residence, and affiliations of the organization's trustees, directors, advisors and principal staff.
- 2) Qualified public charities must submit a copy of their most recent letter of determination from the Internal Revenue Service, a certification that tax exempt status has not changed and there are no facts or circumstances known that may result in a change of status. The letter should state:
 - a) That the organization is exempt from federal income tax under Section 501 (c) (3) of the Internal Revenue Code (or government entity); and
 - b) That the organization is "not a private foundation" under Section 509 (a) of the Internal Revenue Code.
- 3) Governmental entities must submit a letter of their designation as described by the Internal Revenue Service.
- 4) Current organizational budget.

Only one copy of the application and required attachments should be submitted in the application package. Please do not include any information other than requested.

Application packages can be submitted by the following options:

- 1) Mailed to PO Box 1131, Galax, VA 24333.
- 2) Included as ONE file (may need to compress) in an email to tccfexecutivedirector@gmail.com.
- 3) In-person after making arrangements with the TCCF Executive Director.

Applicants wishing to discuss the application, potential project or that have general questions are encouraged to contact the Executive Director of the foundation. Inquiries should never be made to members of the Board of Directors of the foundation.

Grantee/Awardee Requirements

To remain in compliance with TCCF requirements, all organizations awarded a mini grant will be required to submit a Project Completion Report no later than ninety (90) days after the issuance of foundation funds. This report will be available on the TCCF website and must be submitted via email to the Executive Director. Failure to do so will result in no future TCCF funding.

Contact Information

Terri Gillespie, the Executive Director, is available to answer questions and provide information via phone, postal service and email. Arrangements can be made to make virtual (Zoom) or in-person contact.

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