

## **The Dominion Guild Request for Funding Application**

### **Introduction**

The Dominion Guild Inc., a women's organization that donates funds to nonprofit organizations benefiting the Northern Virginia community, will accept applications for financial support from **November 1, 2019, through February 1, 2020**. Organizations chosen to receive funding will be notified in **May 2020**, with disbursement of funds occurring in **January 2021**. Funds will be provided from the proceeds of The Dominion Guild Merry Market that will take place in **November, 2020**. Please take careful note of these dates in the preparation of your application.

### **About The Dominion Guild, Inc.**

The purpose of The Dominion Guild, Inc. is to raise funds for distribution to qualifying projects and nonprofit organizations serving the Northern Virginia community. The Guild is a non-profit organization with status under Section 501(c)(3) of the Internal Revenue Service Code.

Established in 1986, The Guild has raised and distributed over \$1 million to more than 80 nonprofit organizations serving Northern Virginia. The primary vehicle for raising these funds is its annual Merry Market. The proceeds from this event are distributed to the community in the form of grants. Recent grants generally have ranged from \$5,000 - \$25,000, although smaller or larger grants are possible. It must be emphasized that individual grant award amounts AND the total amount of funds disbursed in one year are not determined until the fundraiser has occurred and its net proceeds are calculated. See the Timeline of Application and Funding section below for more detailed information.

### **Criteria for Funding**

Funding applications for 2020 will be considered in the areas of health, affordable housing, food assistance, human services, education and the arts serving the Northern Virginia community. Both general operating support and project applications are eligible for consideration; multi-year requests are also eligible. The Guild expects that an organization will acknowledge The Guild's contribution in subsequent publicity and financial statements.

The Standing Rules of The Dominion Guild, Inc. state that projects chosen for funding must affect and serve the people of Northern Virginia, and they must:

1. evidence community need and strong possibilities of continued viability;
2. be of an appropriate size for The Guild's financial capabilities;
3. elicit membership interest and support;
4. have the potential for making a significant impact in the community.

Proposals will be evaluated according to the above criteria; in addition, the following factors will be considered:

1. The degree to which the application cost is justified by its purpose and projected outcomes;
2. Clarity and creativity of project design.

## **Timeline of Application and Funding**

Below is a timeline describing the Dominion Guild's application evaluation and funding process:

### ***November 1, 2019-February 1, 2020***

The Projects Committee accepts applications (see Instructions in the next section) and begins preliminary evaluations according to the criteria listed above.

### ***February 1, 2020—March 31, 2020***

The Projects Committee evaluates all applications and chooses one or more to recommend to the membership for funding. The number of recommended applications varies according to The Guild's projected financial capabilities and the sizes of the proposed project budgets.

### ***April 2020***

The Projects Committee presents summaries of the recommended applications, along with information on their respective non-profit organizations, to the membership for their consideration.

### ***May 2020***

Representatives from the recommended non-profit organizations present their applications to the membership, who then vote on funding. Organizations are then formally notified that they will receive a portion of the proceeds from the 2020 Dominion Guild Merry Market.

### ***Fall 2020***

The Dominion Guild's Merry Market fundraiser occurs. Organizations chosen to benefit from its proceeds are encouraged, but are not required, to sell tickets to it.

### ***January 2021***

Proceeds from the 2020 fundraiser are disbursed.

**The Dominion Guild, Inc.**  
**Instructions for Applying for Funding from the Proceeds**  
**of the 2020 Merry Market**

Please prepare a document (Microsoft Word or PDF) that includes the following information:

1. EXECUTIVE SUMMARY (one page maximum)
  - a. Date
  - b. Name and address of organization
  - c. Tax Identification Number
  - d. Contact person and title
  - e. Email address, telephone and fax numbers of organization and contact person
  - f. Brief narrative summary of funding request
  - g. Amount of funding requested and period this funding will cover
  - h. Number of individuals benefiting (target population, geographic area) from this application
  - i. Total current organizational budget and fiscal year
  - j. Total project budget (if applicable)
  - k. Most recent Form 990
  - l. IRS Determination Letter
  
2. NARRATIVE (not to exceed three pages, single or double space, 12 pt. type recommended)
  - a. Mission statement of your organization
  - b. Description of proposed project, including a timetable and work plan. If application is for general operating support, description of how funding will maintain and/or improve the capacity of your organization to achieve its mission. Please include the goals, objectives and projected outcomes of The Guild's funding.
  - c. Description of need that your organization addresses; description of need that this project addresses (if applicable).
  
3. FINANCES
  - a. Organization budget for the current fiscal year, including revenue and expenses
  - b. Project budget, if applicable, including projected revenue and expenses  
(Both of the above documents can be included as attachments.)

Please forward your completed application to **Susan S. Duke, Dominion Guild Projects Chair '19**, **DominionGuildProjects@gmail.com**. **APPLICATIONS MUST BE RECEIVED BY MIDNIGHT, FEBRUARY 1, 2020**. If you have questions, please email Susan Duke. We look forward to hearing from you!