

WILLIAM A. COOKE FOUNDATION

GENERAL GRANT GUIDELINES

The mission of the William A. Cooke Foundation is to furnish support in connection with the Shriners Hospitals for Children and the Counties of Louisa and Orange, through scholarships and grants for local public purposes that benefit the inhabitants of Louisa and Orange counties.

The grant making process is conducted by the Board of Directors in an impartial manner based upon an evaluation of each project request. Therefore, solicitation of individual members of the William A. Cooke Foundation Board of Directors by potential recipients for specific William A. Cooke Foundation grant requests is discouraged.

Priorities for funding will vary from time to time. Even though a project meets established criteria, it may not be adopted because of limited funds or other priorities.

To be eligible for consideration, projects must be efforts involving a governmental unit or a not for profit tax exempt 501 (c) (3) organization as described in Section 509 (a)(1) or (2) of the Internal Revenue Code. Projects must have the support of appropriate organizations and must benefit the inhabitants of Louisa and/or Orange Counties. The following criteria have been established by the Board of Directors of the William A. Cooke Foundation.

The grant/project must:

1. Be for local public purposes that benefit the inhabitants of Louisa and Orange Counties.
2. Reasonably ensure continued support after involvement by the William A. Cooke Foundation is discontinued.
3. Not involve liability to the William A. Cooke Foundation, except to provide the amount of the grant.
4. Involve active participation by the sponsor, which must be a not for profit tax exempt 501 (c) (3) organization, as described in Section 509 (a)(1) or (2) of the Internal Revenue Code.
5. Demonstrably benefit others beyond the individual organization recipient of the grant.
6. Not benefit a William A. Cooke Foundation Director or manager, or his spouse, ancestor, children, grandchildren, great grandchildren, and the spouses of children, grandchildren, and great grandchildren.
7. Not duplicate any existing Foundation grant.

8. Not involve the payment of general administration cost for the sponsoring organization.
9. Not involve the establishment of a permanent foundation or trust or a permanent interest-bearing account, or involve support for the general operating costs of any organization.
10. Not involve any of the following:
 - Carrying on propaganda or otherwise attempt to influence legislation.
 - Restrict the services or facilities or employment provided by the grant to individuals based on race, creed, color, sex or national origin.
11. Be located in Louisa and/or Orange Counties or impact or be “linked” to Louisa and/or Orange Counties.

APPLYING FOR A GRANT

The first step in applying to the Foundation is submitting a short letter of inquiry. We review letters on a continuous basis, and they may be submitted at any time during the year. We try to acknowledge all letters; if you do not receive an acknowledgement within one month, feel free to contact the Foundation.

All letters are first reviewed to determine if they fall within the Foundation’s Program Guidelines. Those that do not are immediately declined. Letters that are within the guidelines are then reviewed to determine the following:

- Priority of the proposed activity within the Foundation’s goals;
- Impact of the potential results of the activities; and
- Availability of Foundation funds.

SUBMITTING A LETTER OF INQUIRY

In no more than 2-3 pages please tell us the following:

- Contact information (name & title of primary contact person, address, phone, fax, e-mail, and website address)
- Organization’s EIN# as issued by the Internal Revenue Service
- Specific dollar amount request stated in the first paragraph of your narrative
- Organization’s mission, history, and the programmatic and geographic scope of its activities.
- Description of the need to be met and the goals and objectives for the proposed project or program and services. Include the number of individuals to be served and frequency of service.
- Additional funding sources secured or pending for the project or program.
- Plans for measuring when and if the project or program has succeeded.

If additional information is needed, we will contact you. Final decisions on requests are made by the Foundation's Board of Directors, which meets generally three times a year. You will be informed of the Board's decision immediately following the Board meeting at which your proposal is discussed. If a grant is awarded, you will be asked to sign a Grant Agreement that sets out the terms and other requirements of the Grant.

Grant recipients in the previous year who are reapplying for funding must include a report on their previous grant award with their LOI.

Grant Reporting

All recipients are required to send a one page report upon project completion or one year after grant is awarded, whichever occurs first.

Send Letter of Inquiry and Grant Reporting to:

Randall L. Tingler, President
William A. Cooke Foundation
P. O. Box 462
Louisa, Virginia 23093
(p) 540-967-0881 (fax) 540-967-0711 (e-mail) rltingler1@gmail.com