



THE J & E BERKLEY FOUNDATION

GUIDELINES

MISSION:

The J & E Berkley Foundation is committed to improve the quality of life in greater Charlottesville and its contiguous counties in Central Virginia by supporting programs that help people, nature, conservation – animals and the arts. The Foundation will be attracted to ideas and agencies where measurable success can be identified and tracked.

FUNDING CRITERIA:

- Grant opportunities need to focus primarily on Charlottesville and its contiguous counties in Central Virginia.
- Preference will be given to high impact ideas with the potential to make a substantial difference in the quality of life for helping people, nature, conservation – animals and the arts.
- Program funding is preferred, but startups, operating expenses for new and existing programs relate to an issue of interest to the foundation may be approved. Innovation is encouraged.
- The foundation is not interested in physical plant or construction projects; rather, we wish to promote programs, which seek to eliminate social and environmental problems before they occur.
- Entrepreneurial ideas with the potential for success are encouraged.

GRANT APPLICATION PROCEDURE:

Applications will be reviewed at the meetings of The J & E Berkley Foundation board of directors. Notification of awards will be made at a time following the meetings.

All application materials should be submitted via mail.

Applications should include the following:

- Completed information sheet and summary block (on next page)
- History/description/mission of org (further detail beyond summary block)



- Description of program (400 words or less, must include your request for funds and its relationship to your organization)
- Expected outcomes (further detail beyond summary block)
- How outcomes will be measured
- Budget of program
- Financials (current 990) and audit (most recent) of your organization
- Proof of 501(c)(3) status
- List of current board members
- Supporting documentation:
 - 1 A list of other grants or sponsors of your program.
 - 2 Photographs, brochures, press reprints and annual reports that pertain to your organization or to this project.

Submit all materials to:

Chris Pasmore, Executive Director
J & E Berkley Foundation
Post Office Box 425
Ivy, Virginia 22945
Phone: 434-961-3399 Fax: 434-971-7760

DEADLINES FOR THE SUBMISSION OF GRANT PROPOSALS are April 1st and August 1st of each year. Any submission received after deadline will immediately be rolled over to the next funding cycle. Grant holders will be required to submit an annual report to the Foundation for the total duration of the grant.



Grant Application Summary

THE J & E BERKLEY FOUNDATION

(Complete both sections)

General Information

Date Prepared: _____

Applicant name (organization): _____
(Legal name of organization, same as IRS)

Address: _____
(Street address, City, State, ZIP)

Contact person: _____ Position: _____

Phone: () _____ Fax: () _____ E-mail: _____

Year agency founded: _____ Agency annual operating budget: _____

Geographic area served by this request (county (ies)/state(s)): _____

Agency director (if different from contact): _____

Total project budget: \$ _____ Dates of the project: _____

Board Summary

Your
Organization:
Your Project
Name:
Other Funding:

Brief description
of Project:

Expected
outcomes:

Why would
recommend the
grant: