

# CARILLON CIVIC ASSOCIATION

## DONATIONS COMMITTEE GUIDELINES FOR GRANT APPLICATION

**Background:** The Carillon Civic Association (CCA) was established in 1968 to foster harmony among residents and to nurture integration during a turbulent era. Today, as it approaches its 50th anniversary, the association remains active and celebrates the ongoing diversity of this extraordinary community, with neighbors of all ages, races and ethnicities, sexual orientation, religions, and economic standing.

CCA's signature annual event, Arts in the Park, is an award winning arts and crafts show held the first weekend each May and staffed by community volunteers. Begun in 1972 to showcase the neighborhood and its initiatives, this free, open-air festival now features over 400 artists from around the country and attracts tens of thousands of visitors from the Central Virginia area . For close to five decades, CCA has used Arts in the Park proceeds to support neighborhood beautification and programs, as well as to give donations to help city parks (especially Byrd Park and Maymont), John B. Cary Elementary School, and Belmont Library. Most recently, this effort includes the building of a new playground near the Carillon. At least every other year, the association also provides grants to non-profit organizations. Over time, close to 150 Richmond charities and service organizations have been CCA grant recipients-including such groups as the Richmond Boy's Choir, YWCA, Fan Free Clinic, Friends Association for Children, Hope in the Cities, Lewis Ginter Botanical Gardens, The Children's Museum, and the Boys & Girls Club of Richmond.

**Grant selection process:** A volunteer committee of Carillon residents reviews applications to ensure those submitting have the sponsorship of a Carillon neighbor and satisfy the criteria outlined below. The committee then makes recommendations to the CCA Board of Directors, which designates final grant recipients and grant amounts.

**Who May Apply For Grants:** Applications from non-profit organizations or from government entities that support the community (schools, fire stations, etc) which are sponsored by a Carillon Civic Association member will be accepted. CCA will consider grant requests for specific projects to be fulfilled by the requesting Organization, and will not consider requests for Grant requests for general administrative expenses. Priority will be given in descending order to:

- 1) Programs by Organizations serving the Carillon Area, including the Carillon Civic Association
- 2) Programs by Organizations promoting the education and well being of children in the greater Richmond area
- 3) Programs by Organizations providing support services within the Richmond community

**Grantee Responsibilities:** Applications must be postmarked by **May 15, 2017**. The Donations Committee will present award recommendations to the CCA Board of Directors for approval. Successful grant applicants will be required to submit in their Application (1) a brief narrative description of the program for which Grant Funds will be used, and (2) a proposed budget of that program itemizing where funds will be applied. Grantees will be required to submit a follow-up report prior to October 1, 2017 describing the specific benefit resulting from the grant.

**Please Submit Grant Applications To:**  
**Donations Committee, Carillon Civic Association**  
**P.O. Box 7435**  
**Richmond, VA 23221**  
**or email to [telcca@carilloncivic.org](mailto:telcca@carilloncivic.org)**