

**THE IMPACT FUND**  
**A Component Fund of the Portsmouth Community Foundation**  
**FOCUS ON THE ENVIRONMENT**  
**2006 Grant Application Instructions**

The Impact Fund has selected “Focus on the Environment” as the theme for its 2006 grant cycle. The theme incorporates the promotion of environmental issues that affect the Hampton Roads region that may be addressed by various non-profit agencies serving the communities of Hampton Roads. It is The Impact Fund’s goal to grant funds to those programs/organizations that provide relevant opportunities to the most individuals within our community. There is a match requirement of 50% of the total funds requested that may be obtained from one or multiple funding sources.

Relevant programs that will be the focus of this solicitation are:

1. Programs that support water quality monitoring of Virginia’s waters, including the possible development of citizen water quality monitoring programs
2. Programs that unite community groups, educators, investors, lenders, developers, and other affected parties to provide training to residents in communities impacted by hazardous substances which are usually associated with environmental cleanups.
3. Programs that are involved with outreach activities directed toward improving environmental issues within the Portsmouth communities and other communities within the Hampton Roads region
4. Programs that support creative and innovative environmental educational opportunities for students and adults in our region.

Please follow the attached guidelines for submitting grant proposals to The Portsmouth Community Foundation and mail or hand deliver to the Foundation office no later than October 25, 2006. All grant applicants will be contacted by a member of The Impact Fund in order for the Grants Committee to research the request for proposal. Final decisions on grant awards will be made by November 30. Grants will be awarded in December 2006.

Please deliver your package to one of the following addresses by the deadline to ensure consideration of your proposal:

**The Portsmouth Community Foundation**  
**360 Crawford Street, Portsmouth, VA 23705**  
**Phone: 757-397-5424 Fax: 757-397-7948**  
Website [www.thepcf.org](http://www.thepcf.org)

*Connecting Caring People with Community Needs Since 1965*  
For more information, please contact Linda Torres or Judi Luffman

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**2006 Application Questions**

**Please respond to the following in the order they are listed below. If needed, you may attach additional pages for your project's budget. Number each item and write the topic or question before giving your answer.**

- 1. Identify the opportunity or special program that your organization will provide with the grant. Give brief details regarding the date, time and place of your opportunity.**
- 2. Provide a statement of need for the proposed program.**
- 3. Describe the logistics of how your organization intends to implement the proposed program opportunity. Such issues should be addressed as transportation, staff, volunteers, and other resources needed.**
- 4. Describe how your organization will determine which individuals/groups are eligible to participate in your program/opportunity. If specific criteria are used to determine eligibility, please give details.**
- 5. What does your organization hope to accomplish with this grant?**
- 6. What is your organization's budget for the proposed program opportunity? How will this opportunity be funded with the grant? What are your plans for sustaining the program after the cessation of grant funds?**
- 7. Please describe the funding source(s) for the 50% match requirement.**
- 8. Who will be accountable for the manner in which the grant funds are spent and for ensuring that a written final report is forwarded to the Portsmouth Community Foundation?**