



Loudoun County

VIRGINIA

WHERE TRADITION MEETS INNOVATION

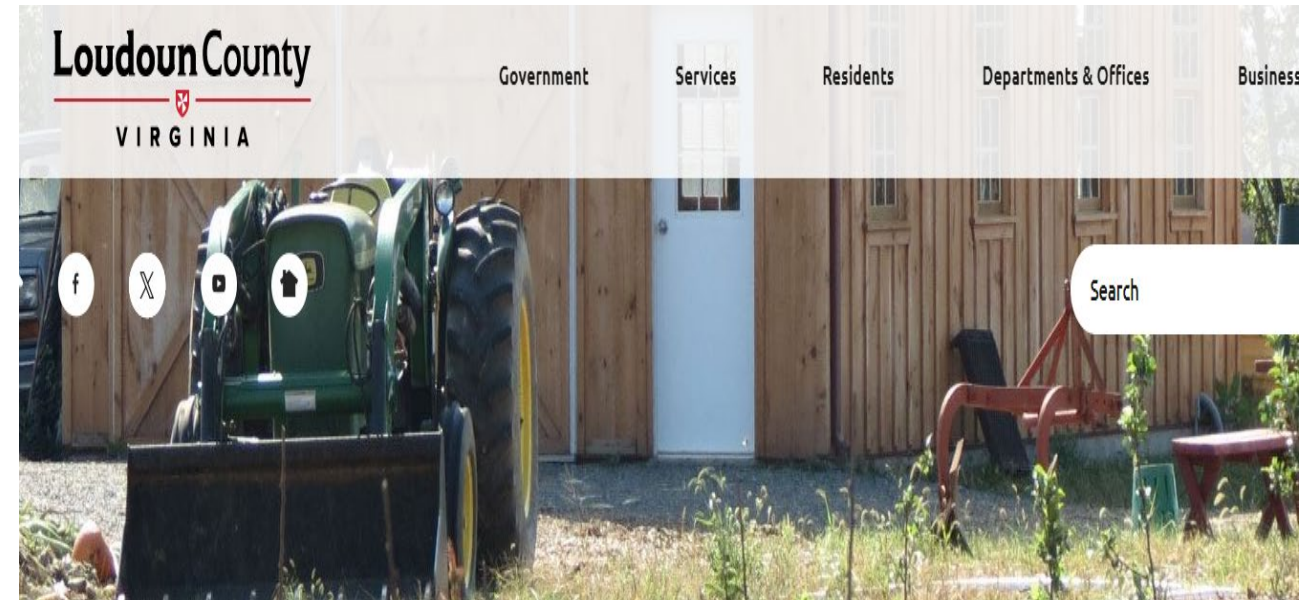
Loudoun County FY 2025 Nonprofit Human Service Grants Application Kickoff and Overview

**Pre-Application Informational Session
November 9, 2023**

As we begin

- Download the RFA at:
www.loudoun.gov/nonprofitgrants

- Mute your line



ARPA Nonprofit
Professional Development

Loudoun County Data
Toolkit

Human Services Nonprofit
Grant Funding

Home » Departments & Offices » Finance » Grant Opportunities » Human Services Nonprofit Grant Funding

County Human Services Nonprofit Grant Funding

Human Services Nonprofit Grant Funding Approved for Fiscal Year 2024

The Board of Supervisors approved annual awards for funding to community nonprofit organizations during its April 18, 2023, meeting. Funding opportunities were made available to tax-exempt, private, nonprofit 501(c)(3) organizations that provide human services to Loudoun County residents in the areas of need identified and approved by the Board of Supervisors for Fiscal Year 2024 (FY 2024), which begins July 1, 2023. Details about the grants that were awarded can be found in this [news release \(PDF\)](#).

[Nonprofit Grant Program](#)

Select Language

Human Service Nonprofit Grant Purpose

- Strengthen the County's coordination with nonprofit partners
- Ensure local funds are leveraged in the most effective manner for services that assist vulnerable and disadvantaged individuals and families in meeting a critical need for safety, health, security and independence

Grant Application Request Priority Areas

- Prevention and Self-Sufficiency
- Crisis Intervention and Diversion
- Long-term Support
- Improved Quality of Human Services

FY 2025 Eligibility Criteria

Applicants must meet the following baseline criteria to be eligible for a FY 2025 Nonprofit grant:

- Be a nonprofit certified as a 501(c)3 by the Internal Revenue Service at the time of submission of the application;
- Have a mission that is consistent with serving the County's Areas of Need;
- Be in good standing with the Virginia State Corporation Commission *at the time of submission of the application*;
- Is not funded through other sources using local tax dollars such as contracts with any County Health and Human Services Department including Core Service Agreements and Regional Organization funding.

FY 2025 Eligibility Criteria continued

- Show proof of financial stability by providing the last three (3) years of IRS 990 forms and other financial documentation. (Most recent for Mini-Grants.)
- Subject to limited exceptions, Virginia law prohibits localities from appropriating public funds to organizations controlled in whole or in part by churches (to include other houses of worship such as temples, mosques, synagogues, etc.) or sectarian societies. *County grants may not be used for any religious purpose or activity including, but not limited to, religious worship, instruction, or proselytization.*

Funding Options

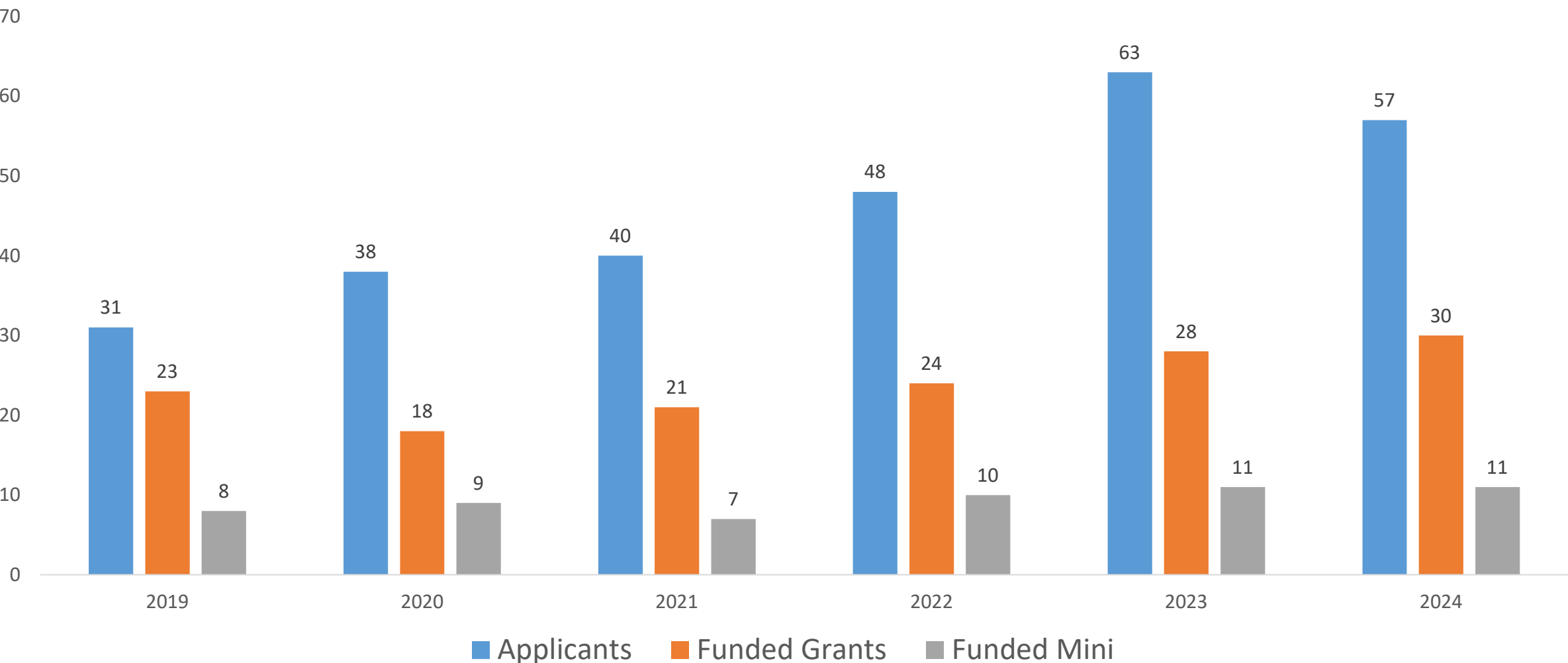
1 - The standard nonprofit application process for organizations wishing to apply for awards of \$5,001 - \$113,000; and,

2 – A mini-grants process with a simplified application for any organization applying for a small grant of \$5,000 or less.

Funding Limits and Restrictions

- Each award will be limited to no more than \$113,000.
- Funds requested should align with the County imperative of investing in high quality human services that meet the needs of our residents.

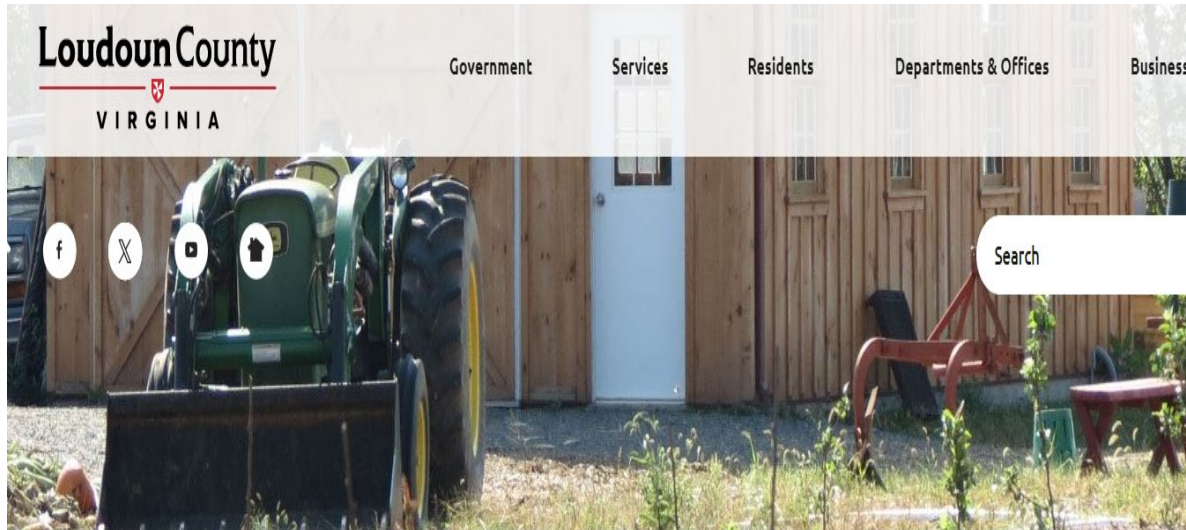
Grant Application History



FY 2025 Nonprofit Grant Process Timeline

FY 2025 Nonprofit Grant Process Timeline	
November 3, 2023	Grant Application Release Date
November 9, 2023	Information Session
December 7, 2023	Deadline for Applicant Questions
December 21, 2023	Grant Application Due at 4:00 PM
January-March 2024	Application Review
April 2024	Award recommendations presented to the BOS
April 22, 2024	Award notifications distributed to grantees
June 2024	Email introduction to grants managers
June 15, 2024	Signed MOUs due
July 1, 2024	FY 2025 Award Funding Begins
October 15, 2024	FY 2025 1 st Quarter reports due
January 15, 2025	FY 2025 Mid-Year reports due
April 15, 2025	FY 2025 3 rd Quarter reports due
July 31, 2025	FY 2025 Final reports due

Application Overview



Application materials and links can be found on the County's website:

www.loudoun.gov/nonprofitgrants

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Loudoun County Data Toolkit

Human Services Nonprofit Grant Funding

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Nonprofit Grant Program

Select Language

a. Statement of Need – Standard Grant 25 points/Mini-Grant 7 points

- Purpose – describe the scope of the need for your service
 - Present facts and anecdotes that support the needs for a project or program.
 - Needs statement questions should be answered based on the problem your services are seeking to solve.
 - Be specific about the problem and need.
- Required questions begin on page 8 of the RFA.
- Required Attachment: *[Demographic table](#)

b. Project Description and Timeline – Standard Grant 20 points/Mini-Grant 8 points

Once you have identified the need for services in the previous section, describe the service or program for which your organization is applying for funds.

- Focus on the solution to the need you identified in the previous section.
- Required questions begin on page 8 of the RFA.

c. Organizational Background, Qualifications and Expertise – Standard Grant 15 points/Mini-Grant 4 points

This section should tell reviewers how your organization has the capacity to carry out the project you listed in section B.

- This section should include how your organization has the knowledge and expertise within its staff and Board to carry out your proposed services.
- Required questions begin on page 9 of the RFA.
- Required Attachment: *[Staff and Board Table](#)

d. Evaluation and Sustainability - Standard Grant 15 points/Mini-Grant 6 points

Use your responses from Section B as a basis to describe your evaluation plan.

- Required questions begin on page 10 of the RFA
- Required Attachments:
 - [Outcome and Evaluation Plan table](#)
 - [Grants, Contracts and MOUs.](#)



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e. Budget and Supporting Financial Documents – Standard and Mini-Grant 25 points

- Based on your organizations expected outputs and outcomes, complete a realistic budget.
- The line-item budget and justification will be completed directly in AmpliFund. (10 points)

Complete the budget for the **Loudoun County dollars you are requesting**. For example, if your total project is \$350,000 and you're requesting \$100,000 from the County, your budget should be for \$100,000.

Budget and Supporting Financial Documents, continued

Submit all the following: (15 points)

- Most recent Audit and previous two years or
- 2020, 2021, 2022 financial statements
- Organization's Current Year Operating Budget
- 2019, 2020, 2021 990 form
- IRS Letter of Determination
- Certificate of Good Standing with Virginia SCC *at the time of application* <https://sccefile.scc.virginia.gov/Business/>

Opportunity Details



Loudoun County Human Services Nonprofit Grant Program – FY 2025

[Print](#)

[Help](#)

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Opportunity Information

Title Loudoun County Human Services Nonprofit Grant Program – FY 2025

Description The purpose of the County's Nonprofit Grant program is to strengthen the County's coordination with nonprofit partners, and to ensure opportunities for local funds to be leveraged in the most effective manner for services that assist vulnerable and disadvantaged individuals and families in meeting a critical need for safety, health, security, and independence.

Loudoun County prioritizes investment in high quality support services that provide documented positive outcomes for County residents.

Awarding Agency Name Loudoun County Government

Agency Contact Name Barbara Lawrence

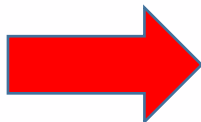
Agency Contact Phone

Agency Contact Email nonprofits@loudoun.gov

Fund Activity Categories

Project Information

Loudoun County Human Services Nonprofit Grant Program – FY 2025



Project Information

Help

Download

Save

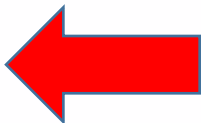
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Application Information

Application Name* ✓

How much are you requesting from the funder?

Award Requested*



Total Award Budget \$0.00

Primary Contact Information

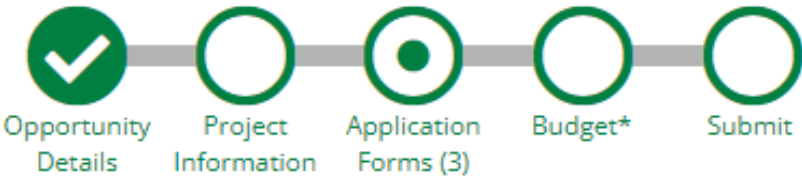
Name*

Email Address*

Address Line 1+

Application Forms

Loudoun County Human Services Nonprofit Grant Program – FY 2025



Forms

Help

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Save & Continue

Name	Status	Print
Loudoun County Human Services Nonprofit Grant Program – FY 2025	New	
Mini-Grant Loudoun County Human Services Nonprofit Grant Program – FY 2025	New	
FY25 HSNP Post-Application Survey	New	

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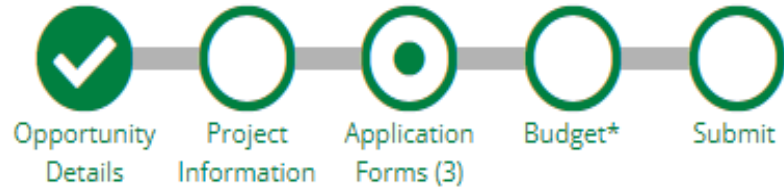
25 items per page

1 - 3 of 3 items

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Application Forms

Loudoun County Human Services Nonprofit Grant Program – FY 2025



Standard Grant | Loudoun County Human Services Nonprofit Grant Program – FY 2025

[Download](#)[Save](#)[Save & Continue](#)

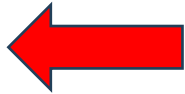
1 of 3

Part I. Organization Information

Are you applying for the Standard Grant of \$5,001-\$113,000?

☒ Yes

☐ No



2. Organization Legal Name (if different)

3. Organization Address

Application Forms – Financial & Budget

53. 2023 Audit

[Choose File](#)

54. YTD 2024 Statement of Activities *

[Choose File](#)

55. YTD 2024 Statement of Financial Position *

[Choose File](#)

56. Organization's Current Year Operating Budget *

[Choose File](#)

Budget Directions



The next section in the application (after required documentation and authorized official signature) is to complete the budget. Complete the budget section of this application for the ***amount of Loudoun County dollars you are requesting***. If for example, your total project is \$350,000 and you're requesting \$100,000 from the County, your budget should be for \$100,000.

Complete the Line-Item Budget and Budget Justification in the next application. (Standard Grant- 10 points/ Mini-grant- 10 points)

IV. Required Documentation

You must upload a document for all fields marked as required. If you are unable to provide one of the documents, please upload a document explaining why you cannot, and then indicate that you have attached an explanation in the space provided at the bottom of the form.

61. Valid IRS 501c3 Designation Letter *

[Choose File](#)

62. Certificate of Good Standing with Virginia SCC, (Your organization must be Active and In Good Standing at the time of Submission.) *

[Choose File](#)

Application Forms – Financial & Budget

Loudoun County Human Services Nonprofit Grant Program – FY 2025



Budget

Help

Download

Save & Continue

Budget View Settings

Options

☒ Line Items

Proposed Budget

Expense Budget

	Category	Grant Funded	Total Budgeted
+	Personnel	\$0.00	\$0.00
+	Fringe Benefits	\$0.00	\$0.00
+	Travel	\$0.00	\$0.00
+	Equipment	\$0.00	\$0.00
+	Supplies	\$0.00	\$0.00
+	Consultants/Contracts	\$0.00	\$0.00
+	Client Cost	\$0.00	\$0.00
+	Communications	\$0.00	\$0.00
+	Other Direct Costs	\$0.00	\$0.00
+	Rent	\$0.00	\$0.00
+	Utilities	\$0.00	\$0.00

Application Forms – Financial & Budget

New Line Item

Budget Item Information

Category

This section provides projected salary and fringe costs for your proposed program. This schedule provides calculation for percent FTE - list as .20, .80, etc.

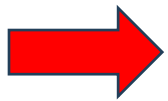
Item Type

Name*

Direct Cost*

Total Budgeted \$0.00

Narrative



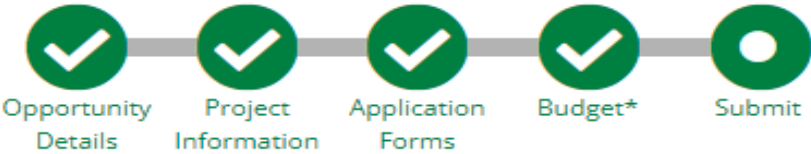
Narrative is required
for the budget to be
complete

Create

Cancel

Submission

Loudoun County Human Services Nonprofit Grant Program – FY 2025



Success!

You have submitted your application.

Download your completed application by selecting the "Application" button below.

To return to the main screen with all of your applications, select the "Exit" button.



 Application

Exit

Submission

Loudoun County Human Services Nonprofit Grant Program – FY 2025



You are about to submit your application, **Barb Test**, to **Loudoun County, VA**.

Take the time to review your application by using the timeline above. You can select any section and jump to that page.

When the application is fully complete, please select the "Submit" button. This will submit your final application to the funder.

Your budget has errors that require your attention!

 Review

Submit

Review Process

Applications will be reviewed by a team of County staff. Funding recommendations will be based on:

- Available funding
- Application score
- Volume of requests
- Reasonability of proposed budget items and cost for services

Process Overview

- **Online application is due Thursday, December 21st by 4:00 pm.**
- Questions may be submitted to:
nonprofits@loudoun.gov.
- Awards will be recommended to the Board at the second meeting in April 2024



Loudoun County



VIRGINIA

WHERE TRADITION MEETS INNOVATION

Questions?

nonprofits@Loudoun.gov