

# CARDINAL BANK COMMUNITY FUND

*"Communities are enriched, one life at a time."*

## Grant Policy, Funding Guidelines and Application Procedures

The following Guidelines are hereby set forth by the Cardinal Bank Community Fund ('CBCF') to provide the communities served by Cardinal Bank with the Fund's mission, priorities, and application procedures.

### PHILANTHROPIC MISSION

Cardinal Bank's deep commitment to giving back to the communities we serve is a fundamental part of who we are as an organization. We are one of the largest financial institutions headquartered in Northern Virginia and the Commonwealth of Virginia with 25 conveniently located offices in Virginia, Maryland and the District of Columbia. The mission of the CBCF is to strengthen families, neighborhoods and communities, through active support of organizations and programs that share our passion for making a positive difference in the lives of those in need.

The CBCF serves the Greater Washington Metropolitan region, defined as Northern Virginia, Suburban Maryland and Washington DC. The funding of charitable and community initiatives focuses on programs that, we believe, can have a meaningful impact on our company and our communities. Cardinal encourages employee involvement in community programs and non-profit organizations whose primary objectives are to improve the quality of life to sections of the community or provide targeted welfare or other support. For organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, the CBCF has identified four primary fields of interest for which it supports:

- ◆ **Health, Mental Health, Aging, Human Services** – services that are essential to medical care and focus on mental, physical and emotional wellness.
- ◆ **Educational Services** - initiatives at the primary, secondary and high school levels that raise aspirations, teach financial literacy, and enhance educational opportunities for children and youth in our communities.
- ◆ **Children and Youth Programs** – programs that improve the quality of life for young people and give opportunity for children and youth to thrive in their communities.
- ◆ **Arts and Cultural Programs** – programs that develop a passion for arts and culture, cultivate an appreciation for the visual and performing arts, and enhance creativity through arts education.

### GENERAL GUIDELINES:

The following guidelines are provided to assist you as you prepare your proposal. Please contact the Cardinal Bank Community Fund office with questions, as only completed applications will be reviewed.

1. We will provide support to charitable or non-profit organizations. (Non-profit organization is defined as any



non-profit group, agency or service whose primary objectives are to improve the quality of life to sections of the community or provide targeted welfare or other support.)

2. We will contribute to organizations or activities that serve a need within the Washington Metropolitan area and benefit the people living in this area.
3. We will provide support to organizations that serve a wide, varied constituency.
4. We will contribute to special programs or capital drives.
5. We will give special consideration to programs that serve the needs of low and moderate-income individuals.

## **ELIGIBLE APPLICANTS**

To be considered for grant funding, you must:

1. Be a "public charity", and qualify as an exempt organization under the Section 501(c)(3) Internal Revenue Code
2. Be located in, or provide service in, a Cardinal Bank market area. Awards are generally limited to use in the markets served by Cardinal Bank.
3. Submit a thorough, complete application by providing all documentation, as requested.

## **GRANT APPLICATION PROCESS**

The Cardinal Bank Community Fund will consider all requests for grants that comply with the Guidelines and Criteria set forth. Grant requests generally range from \$100 to \$ 20,000. Non-profit organizations may apply for funding from the CBCF using the official Long or Short Form application, which is based on the amount of donation sought. Organizations seeking financial support of \$2,500 or less for specific programs or initiatives should complete the Short Form application. Organizations seeking support for more than \$2,500 should submit the Long Form application.

## **LIMITATIONS AND EXCLUSIONS**

The Cardinal Bank Community Fund does not generally support or fund:

1. Organizations of a controversial nature
2. Political candidates and fraternal organizations, including fraternal orders of police and firefighters
3. Advocacy groups
4. Religious activities, in whole or in part, for the purpose of furthering religious doctrine
5. Religious activities or programs that serve, or appear to serve, specific religious groups or denominations. However, if a proposal submitted by a church-based or similar organization falls clearly within program guidelines and is intended to serve as broad a segment of the population as the program of a comparable non-religious organization and benefit the community at large, we will consider the proposal on the same basis as others.
6. Individuals, individual scholarships or travel support
7. Fundraising activities related to individual sponsorship



8. General operating expenses
9. National programs that do not primarily serve the CBCF's areas of geographical focus

The CBCF will consider no more than one application per calendar year from any non-profit organization. Organizations will not automatically be considered for funding the following year. Funding may be used to support, expand or enhance existing programs or for start-up initiatives.