



ALBEMARLE COUNTY POLICE FOUNDATION

GRANT APPLICATION GUIDELINES

ACPF accepts grant applications throughout the year. Any employee of the Albemarle County Police Department is eligible to submit a grant application. All applications should be routed through the appropriate chain of command within the Department before being submitted to the Foundation.

Pre-Review Screening

Prior to completing the Grant Application, please review your request with your supervisor and the Foundation's Executive Director. This informal screening can be accomplished by phone, email or in-person.

Grant Submission Process

(Complete all areas of the application. If you need assistance answering any of the questions in the application, please consult with Kate Kaminski, [434.962.3001/kate@acpd.foundation](tel:434.962.3001))

1. Include relevant supporting documents such as written quotes and estimates from vendors, proposed project budget, letters from community members, the number of officers impacted, Department or fellow officer support, etc. Include the initial implementation cost as well as the annual cost thereafter, if any.
2. Route application to immediate supervisor for acknowledgement. Your supervisor should then route the application to the Chief of Police.
3. Once all Department approvals are received, please email the application to Kate Kaminski at kate@acpd.foundation.

Grant Review Process

1. The Chief and Command Staff will review and discuss submitted applications and make final decisions on which applications are submitted to the Albemarle County Police Foundation for consideration. Each application will be reviewed against Department/Foundation priorities and an analysis of which funding source is most appropriate for the request.
 2. Upon the Chief's approval, the application will be returned to the applicant to forward directly to the Foundation for consideration.
 3. The Foundation will only accept grant applications approved by the Chief. The applicant may be required to present his/her proposal to the Foundation's Board or any committee thereof.
 4. The Albemarle County Police Foundation will make final funding decisions and notify the Chief and the applicant.
 5. The Foundation will review grant applications on at least an annual basis.
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