



A NetworkPeninsula and Thomas Nelson Community College Partnership

2022 Training Funds

NetworkPeninsula, in partnership with the *Williamsburg Health Foundation*, is offering training funds for staff and board members of nonprofits located in the Greater Williamsburg area to attend classes at the **Nonprofit Management Institute** at Thomas Nelson Community College.

For 2022, funds will be provided for individuals to obtain classes offered in multiple Certificate areas. Funds will be disbursed on a first come, first served basis and disbursed directly to the nonprofit organization, not to TNCC and not to the individual attending. All nonprofits meeting the criteria below are eligible to receive training funds. Funds will be provided at the NetworkPeninsula discounted member rate of \$75 per class for full day classes and \$50 for half day classes. If any nonprofit receiving funds is not a NetworkPeninsula member, they will be responsible for the difference (\$10 additional per class).

Once funds are disbursed, if the person receiving the training funds does not attend the entire class (attendance records will be kept and updated after breaks throughout the class day), the organization receiving the funds must reimburse NetworkPeninsula. (Note: NetworkPeninsula is not responsible for any refund requests due to non-attendance. These should be made directly to TNCC.)

Nonprofits applying for funds must meet the following criteria:

1. Organizations must serve James City or York counties or the cities of Williamsburg and Poquoson.
2. The agency's Executive Director must approve staff attendance and agree to reimburse cost for any classes not attended (for the entire class time) by the person for whom funds were given. (Attendance records will be kept and updated after breaks throughout the class day.) If the Executive Director is the attendee, the Board Chair must sign the form.
3. Organization must be a 501c3 nonprofit and file a 990 or 990EZ with the IRS. For agencies only required to file a 990N, they must also be registered with the VA Dept of Agricultural & Consumer Services, with a current Form 102 (annual charitable registration) on file with the VA Dept of ACS.
4. Nonprofit must provide services in the following areas:
 - o Civil rights, social action, and advocacy
 - o Crime and legal related
 - o Education
 - o Employment
 - o Food, agriculture, nutrition
 - o Healthcare
 - o Human services
 - o Mental Health
 - o Philanthropy, voluntarism and grant making
 - o Public safety, disaster preparedness & relief
 - o Recreation & sports
 - o Youth development

NEW! – Criteria expanded for receiving Training Funds – Thanks to support from the Williamsburg Health Foundation, graduates of the **LEAD Historic Triangle Program** AND employees of the **greater Williamsburg faith community** are also eligible to receive training funds for any of the NMI classes!

APPLICATION for 2022 Training Funds

Training funds are available to nonprofits serving greater Williamsburg, including City of Williamsburg, James City County, York County, and Poquoson. Funds are also now available to graduates of the LEAD Historic Triangle Program AND to employees of the greater Williamsburg faith-based community. (If you serve outside of the greater Williamsburg area, the [Bernardine Franciscan Sisters Foundation](#) also has training funds available to organizations serving in Newport News, Hampton, York County, Poquoson, and Gloucester.)

LEAD GRADUATES: Please include your direct mailing address and sign below (Your signature acknowledges that you agree to reimburse NetworkPeninsula for any classes paid for by these training funds but not attended (for the entire class time). (Attendance records will be kept and updated after breaks throughout the class day.)

Please complete and return to Karen Dutro, Executive Director, NetworkPeninsula, via email or regular mail. Fax is not available. karen@networkpeninsula.org, 2 Bernardine Drive, Newport News VA 23602

Organization _____ Is this a 501c3 organization? _____

Organization mailing address _____

If LEAD Historic Triangle graduate:

Year Graduated: _____; Nonprofit you currently serve: _____

Role served for this nonprofit: _____

If Employee of greater Williamsburg faith-based organization:

Name of organization _____ Role served in this organization: _____

Amount requested (maximum of \$75 for full day class and \$50 for half day class) \$ _____

Total number of people attending classes via this funding? _____

Executive Director/Supervisor Agreement: Your signature below acknowledges that the attendee(s) listed will be given time from work to attend the classes for which funding is provided.

You also agree to reimburse NetworkPeninsula for any classes paid for by NetworkPeninsula training funds but not attended (for the entire class time) by the individual(s) who received the funds. (Attendance records will be kept and updated after breaks throughout the class day.)

Executive Director/Supervisor Name: (Board Chair or other in a "supervisory" role if the attendee is the Executive Director or Supervisor) Name _____

*Executive Director/Supervisor Signature: _____ /s/ _____

Name of Attendee _____ Title _____

Email Address _____ Phone _____

Dates of Classes for which you are seeking funding? _____

Number of years at this organization _____ Number of years in this position _____

Position prior to joining your organization _____ Number of years _____

Name of Attendee _____ Title _____

Email Address _____ Phone _____

Dates of Classes for which you are seeking funding? _____

Number of years at this organization _____ Number of years in this position _____

Position prior to joining your organization _____ Number of years _____

Please provide same information on separate page for additional applicants.

***By signing your name electronically on page 2, you acknowledge that this electronic signature is the legal equivalent of your manual signature.**