

**The Rotary Club of Prince George County  
Charitable Foundation  
Grant  
Eligibility Application**

Please complete (type or print in ink) all information and return:

**The Rotary Club of Prince George County Charitable Foundation  
P.O. Box 4  
Prince George, VA 23875  
Attention: Grant Committee**

1. Agency Name: The James House

Address: 6610 Commons Drive, Suite C

City/State/Zip: Prince George, VA 23875

Telephone Number: 804-458-2840

Amount Requested: \$1,000

2. Contact Name & Title (to receive all checks and requests for information)

<u>Chana Ramsey</u>	<u>CEO</u>
Contact Name	Title

3. Does your organization have an IRS 501 (c)(3) tax-exempt determination letter or a document on government letterhead describing your organization/program as being a governmental instrumentality, political subdivision or some other governmental entity.  
Yes  No

If you answered yes to the above question, attach a copy of your organization's tax-exempt determination letter or the government document.

4. What is the organization's mission? Is it consistent with The Rotary Club of Prince County Charitable Foundation's mission? Describe the services and/or programs provided by the organization. How will the requested funds be used? What is the problem or community need which will be addressed? How will you evaluate the effectiveness of this contribution? Describe the geographic areas(s) your organization serves including the number of people served. Answer on a separate attached sheet.

What results do you anticipate and/or how will the community be impacted? What is the time frame of activities? Demonstrate local leadership and community support for the project. What is the estimated budget needed to address this community need? How much funding can be obtained from other sources? Answer on a separate attached sheet.

5. Can you certify that the following information is on file at your agency?

- Yes  No  Audited Financial Statement for past year or current IRS Form 990. \*
- Yes  No  IRS 501 (c)(3) Letter of Determination or government document. (MUST BE ATTACHED).
- Yes  No  Copy of current State of Virginia Registration as required by Title 57 Virginia Statutes-Solicitation of Contributions Law, VA. For 102.\*
- Yes  No  Minutes of Board of Directors meetings for the last six months.\*
- Yes  No  Current list of Board of Directors.\*

\*The Rotary Club of Prince George County Charitable Foundation may request copies at a future date.

We certify that the above information is correct to the best of our knowledge and belief and attest by our signature(s):

  
Volunteer Board President

8/4/16  
Date

  
Executive Director Date

Morgan A. Ingram  
PRINT NAME

CHANA RAMSEY  
PRINT NAME

Person completing this application: Anna Cahoon 8/4/16  
Name/Title Phone #  
Marketing and Administrative Assistant 804 458 2704



# JAMES HOUSE

Business Office  
6610 Commons Dr Suite C  
Prince George, VA 23875  
Office: 804-458-2704

The mission of James House is to provide support, advocacy and education for people in the Tri-Cities area of Virginia affected by sexual violence, domestic violence and stalking and to empower them to become healthy, safe, and self-sufficient. We serve Prince George County, Dinwiddie County, Hopewell, Colonial Heights, Petersburg, southern Chesterfield County, Sussex County and Surry County. We strive to deliver hope, empowerment, peace of mind, and sustainable change to the lives of those affected by sexual and domestic violence and stalking. We operate using a sound, realistic strategic plan, with measurable deliverables, which are benchmarked regularly and reported in published reports for our supporters and our community. Last year, James House helped 1532 people with our crisis hotline, safety planning, emergency shelter, basic needs, counseling, accompaniment, and referral services. We provided services for people of all ages, both genders and multiple cultural groups.

Our mission is in keeping with yours; supporting our community and its members, creating a better way of life for those in need, and offering a hand up to those less fortunate.

We are requesting a \$1,000 Rotary Club of Prince George County Charitable Foundation grant to support our shelter services in order to shelter clients who need our support after they leave situations that are not safe or healthy. Case management services will be provided for sheltered victims of domestic violence, which include counseling, personal advocacy, referrals, and other needed services.

Your gift of \$1,000 will deliver measureable results to people in crisis. We will track its impact via the number of women, children or men sheltered, and have each complete an exit interview in order to determine efficacy of support services. It is anticipated that your gift will shelter up to 6 individuals for 30 days.

We look forward to a mutually rewarding partnership with your club, and will happily include you in our public relations, including Facebook, our website, Twitter, etc. Should you choose to support us, you will be frequently mentioned as one of our 'community impact partners'.

We thank you for your consideration of our request.

The James House is a 501(c)(3) organization FEIN 54-1774908.

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ACCREDITED . FREE . CONFIDENTIAL  
HELP FOR PEOPLE AFFECTED BY SEXUAL VIOLENCE, DOMESTIC VIOLENCE, & STALKING  
24 hour crisis hotline 804.458.2840  
thejameshouse.org



Commonwealth of Virginia  
Department of Taxation  
[www.tax.virginia.gov/nonprofit](http://www.tax.virginia.gov/nonprofit)

**Retail Sales and Use Tax Certificate of Exemption**

The James House Intervention/Prevention  
Services, Inc.  
1016 Maplewood Ave.  
Hopewell, VA 23860

Effective Date: 04/30/2014  
Expiration Date: 04/30/2019  
Exemption Number: SE541774908F04302019

This letter confirms that your organization qualifies under *Code of Virginia* § 58.1-609.11 to purchase tangible personal property without paying the Virginia sales and use tax. The exemption is not applicable to the purchase of taxable services, such as meals or lodging.

To purchase tangible personal property without paying a sales and use tax:

- Present a copy of this letter to each dealer.
- Pay directly from the organization's funds. Purchases by a member of the organization from their personal funds (i.e., cash, personal credit card or personal checking account) are taxable even though they may be reimbursed by the organization. If the organization issues credit cards to employees who are responsible for payment of the charges that are reimbursed by the organization; these type transactions are taxable.
- Employees or members may NOT use this exemption certificate to purchase goods for personal use.

Dealers, please note the following:

- The dealer is required to have on file a valid certificate of exemption from each organization.

I certify that the item or items being purchased are purchased by and used or consumed by the organization named above and that payment for this purchase is made to the vendor from the organization's funds.

Organization's Authorized Representative: J. Kalish

Printed Name: Lori Kalish

**Any misuse of exemption certificates will be subject to the penalties prescribed in § 58.1-623.1 of the *Code of Virginia*.**



**Commonwealth of Virginia**  
*Department of Taxation*

**NOTICE TO NONPROFIT ORGANIZATIONS**

May 25, 2016

LORI KALISH  
The James House Intervention/Prevention Services, Inc.  
6610 COMMONS DRIVE  
SUITE C  
PRINCE GEORGE, VA 23875



RE: Policy Change Regarding Meals and Catering Purchases Made by Nonprofit Organizations

Dear Taxpayer:

There has been some confusion over the years regarding the application of the tax to purchases of prepared meals and catering by nonprofit organizations. The Department is changing its policy effective April 22, 2016, and will apply the new policy on a prospective basis. The Department will no longer deny an exemption from the Retail Sales and Use Tax on sales or purchases of meals, prepared food and catering on the basis that the meals, food and catering are taxable services. Rather, the Department will evaluate exemptions from the tax for these types of transactions based on whether the nonprofit organization claiming the exemption meets the use or consumption requirement of its respective exemption statute.

Our records indicate that a Virginia Retail Sales and Use Tax exemption was issued to you on **April 30, 2014**. The exemption certificate provides that the organization may purchase tangible personal property without paying the Virginia Retail Sales and Use tax. It also states that the exemption is not applicable to the purchase of taxable services, such as meals or lodging.

In order for a nonprofit organization making purchases of prepared meals and catering for consumption by individuals to satisfy the use or consumption requirement, the entity must establish that the provision of the prepared meals, catering, or services furthers an official function, mission, service or purpose of the nonprofit entity. Further, the charge for the food, meals, or catering must be billed to and paid for by the entity claiming the exemption with payment drawn from the entity's account, rather than using cash or an individual's account. Finally, the entity claiming the exemption must determine to whom, when, and how the meals or food are served and consumed.

The Department will not issue a new exemption certificate to your organization at this time. If your current exemption certificate is still valid, please provide the retailer with a copy of this letter, along with your exemption certificate when making purchases of meals, food or catering. The Department will issue a new exemption certificate to you when it is time to renew your exemption certificate. If you are unable to locate a copy of your exemption certificate, please contact our office and a copy will be mailed to you.

More information regarding the application of the Retail Sales and Use Tax to purchases of catering and other services related to the provision of food and meals by nonprofit organizations may be found in **Virginia Tax Bulletin 16-3**, available on-line at [www.tax.virginia.gov](http://www.tax.virginia.gov) in the Laws, Rules & Decisions section of the Department's website. If you have any questions regarding your Virginia sales and use tax exemption, you may contact the Virginia Department of Taxation Nonprofit Exemption Unit at (804) 371-4023 or P.O. Box 27125, Richmond, Virginia 23261-7125. You may also visit our website at [www.tax.virginia.gov/nonprofit](http://www.tax.virginia.gov/nonprofit) for additional information.