



## Annual Wyoming County

# Community Grant Program Guidelines

Beckley Area Foundation, Inc. makes annual grants to charitable organizations in the areas of arts, education, civic beautification, public recreation, health and human services.

Using income derived from discretionary endowments, these grants address the most pressing current needs and promising opportunities in communities located in Wyoming County.

### Eligibility

- ⇒ Non-profit organizations which are tax exempt under Section 501-c-3 of the Internal Revenue Code or they must be a public institution, school or municipality. A determination letter from the IRS verifies 501-c-3 status. A letter from the WV Secretary of State and/or an organization's FEIN number does not.
- ⇒ Programs funded must be located in Wyoming County. While the proposed program itself must serve Wyoming County, the applicant organization is not required to be headquartered in Wyoming County.
- ⇒ Projects must occur within the defined grant period: November 1, 2019—June 30, 2020.

### Amount of Request

Maximum request may not exceed \$1,500. Favorable consideration is given to requests that show additional sources of project funding. Do not request multi-year commitments. Prioritize requests for multiple purchases; this facilitates a partial grant award when total funding is not possible.

### Application Deadline

The application form with required attachments must be postmarked by October 1, 2019.

Late applications will not be accepted. Applications may be hand delivered to the EDA office, faxed or emailed. Applicants are encouraged to contact the Community Fund prior to beginning the application process if there are questions.

### Application Form

The application form is available for download from our website or by request from the office. A copy of the grant request form must be used as a coversheet for the application. All information specified on the grant request form must be submitted by the October 1<sup>st</sup> deadline.

Applications should be clear, concise and legible.



The Wyoming County Community Fund welcomes your questions.

Please contact us:

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## Grant Application Review Process

If you have questions while completing your grant application, call the community fund. After your proposal is received, there is a three-step review prior to funding:

- 1) **Internal Review** - *It is essential that information for the contact person be correct.* It is vital that the contact person respond promptly to emails or phone calls from the community fund requesting supplemental information. As the community fund reviews the grant application there may be a need for documents or additional information to help clarify or expand your application request. Remember you are explaining not only your project but your organization to the individuals reviewing the application. A clear, concise and complete description is central to the committee's understanding of your project and request.
- 2) **Committee Review** - A committee reviews all proposals during October. No committee member will have a vested interest in any submitted grant application. A committee member may contact you with questions or site visits to learn more about your organization and the proposed project/program. They will then formulate recommendations regarding grant funding.
- 3) **Board of Directors Review** - Grant recommendations are then reviewed by the Planning Commission Board of Directors at a meeting on October 23, 2019. Once approved, grant applicants are notified in writing regarding the status of their application.

## Award Procedure

If awarded a grant, the organization receives payment by submitting a request and copies of related invoices/receipts for the Community Fund to submit to BAF. Please allow at least two weeks for this payment to be processed. Grantees are required to submit a final report upon completion of the funded project. Failure to submit this report will negatively impact the organization's grant eligibility for the next funding cycle.

Pictures suitable for use in BAF publications are also requested.

### The Community Fund places priority on these types of projects:

- ◆ Addresses a community need, an emerging community need, and/or implements a new creative approach to solve needs, or solves a need for the Comprehensive Plan.
- ◆ Projects that either serve a significant number of residents or reach a group of underserved Wyoming County residents.
- ◆ Capital and equipment needs.
- ◆ Provides an opportunity for collaboration and partnerships, as well as leveraging additional funding.
- ◆ Projects that invest in an organization's ability to obtain on-going financial stability.
- ◆ Sudden or urgent needs where prior planning for such needs could not reasonably have been made.

### Grants are not considered for:

- ◆ Projects outside the grant period of November 1, 2019 to June 30, 2020
- ◆ Political Purposes or Lobbying
- ◆ Sectarian religious programs
- ◆ Annual Campaigns
- ◆ Endowments
- ◆ On-going maintenance & operating expenses

### Remember

Submit only one grant application per organization.

If the grant contains multiple items prioritize your need.

Application deadline is October 1, 2019





# Annual Wyoming County Community Grant Request

Before submitting an application, please review the information accompanying this "Community Grant Request" form or contact our office. In order for your application to be considered, submit this completed "Community Grant Request" form, along with the required items as outlined below by October 1st.

Legal Name of Organization \_\_\_\_\_ FEIN #: \_\_\_\_\_

Address \_\_\_\_\_ Date Founded \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_  
(if different from Executive Director)

Fax \_\_\_\_\_ Contact Person Email \_\_\_\_\_

Executive Director \_\_\_\_\_ Phone \_\_\_\_\_

List any previous support from received from BAF in the last 5 years: \_\_\_\_\_

Amount Requested \_\_\_\_\_ Brief Project Description \_\_\_\_\_

**Project Narrative** -  
(a 2 page limit)

- \_\_\_\_ A. The specific need you wish to address.
- \_\_\_\_ B. Its significance to the community and its particular benefit.
- \_\_\_\_ C. Its goals and objectives. Include a timeline for the project.
- \_\_\_\_ D. The names and qualifications of individuals executing the project.
- \_\_\_\_ E. The number of people the grant will impact.

**Budget**

- \_\_\_\_ A. Complete budget for the project on the backside of this request
- \_\_\_\_ B. How you propose to fund the project.
- \_\_\_\_ C. The amount you are requesting: maximum request is \$1,500.
- \_\_\_\_ D. The names of other funding sources to which you are applying for assistance.
- \_\_\_\_ E. Up to 3 price quotes from vendors for services may be required.

**Attachments**

- \_\_\_\_ A. A list of your officers and board members and their contact information
- \_\_\_\_ B. A copy of your organization's 501-c-3 determination letter
- \_\_\_\_ C. A copy of your organization's current audit or annualized financial statements.
- \_\_\_\_ E. Descriptive brochures or promotional literature may be included.
- \_\_\_\_ F. If a public school, written approval and contact information for responsible person.

Executive Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Principal or other Administrative Personnel)

Board Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Project Budget for Your Grant Request

Amount Requesting \_\_\_\_\_

Organization Name \_\_\_\_\_

Fill in all relevant line items, providing descriptions for each line item, if applicable. Use an additional sheet of paper if needed.

**Column A** Items needed for this project's completion.

**Column B** Expected cost of items in Column A.

**Column C** Dollars which are already committed/secured for items outlined in Column A.

**Column D** Specify what project expense item(s) listed in Column A, the BAF grant will support.

<b>Column A Project Expense Items</b>	<b>Column B Budgeted Cost</b>	<b>Column C Budgeted Income</b>	<b>Column D Requested BAF Grant Support</b>
1) Fees			
2) Personnel Expense			
3) Supplies			
4) Related Program Expenses			
5) Equipment Costs			
6) Other			
7) Other			
8) Other			
9) Other			
<b>10) Total</b>	-	-	-

### Entities or Fund Raisers Providing Income Source (describe)

Beckley Area Foundation (amount from D-10 section)	
Other Income Source	
Other Income Source	
<b>Total</b>	

**Budget Comments**

(if extra space is needed)