

➤ **Service Area**

The Community Foundation for the Ohio Valley, Inc. serves the multi-county region that makes up the Upper Ohio Valley. The counties include: Ohio, Marshall, Brooke, Tyler and Wetzel counties in West Virginia and Belmont, Monroe and Guernsey counties in Ohio.

➤ **Grants Program Process and Guidelines**

The Foundation awards grants to nonprofits and other charitable organizations under the broad category of those who are working for the betterment of life in our community. Before contacting us, you should know some important facts regarding our distribution policy. About 94% of the funds given to the Community Foundation were from donors who specified the end use of the earnings from those funds. These requests are typically specifically followed. The remainder comprises our discretionary funds as they carry no such restriction and the Board of Directors may use their discretion for distribution of the earnings. Regrettably, there are far more worthy organizations in our area seeking financial assistance that we are able to aid. As a trustee of the public's permanent endowment, we must use our best judgment in evaluating community needs, priorities, and the ability of an organization to see their proposed project through to a successful completion. You then must remember that you are competing for a relatively small amount of discretionary funding with other worthwhile organizations whose work also serves the interests of the Upper Ohio Valley.

The Foundation typically limits grants to organizations in our direct service area. The Foundation prefers to make grants for the following reasons:

- *Seed money for the start-up costs associated with new and innovative programs*
- *Grants which will generate additional funding (matching grants)*
- *One-time grants for programs that will not require re-funding*
- *Grants for programs that provide direct human service*
- *Grants for capital and equipment needs*

Competitive grants are awarded in two cycles per year. All applications must be **received by 5:00 p.m.** on the stated deadline for that cycle. Faxed or incomplete grant applications will not be considered. *Applicants are encouraged to contact the Executive Director prior to the submission of an application, especially in cases of new, large or particularly complex project proposals.*

Spring Grant Cycle - Application deadline March 15

Fall Grant Cycle - Application deadline September 15

Grant applications are reviewed by our Distributions Committee. A member of the Distribution Committee may contact you about your proposal. The Distributions Committee makes recommendations to the Board of Trustees. **The Board is responsible for final decisions. The grant review process takes up to 45 days after the grant cycle deadline.** Applicants will be advised in writing of the status of their grant request after the Board has made its decision. Payment of approved grants is typically made within 75 days after the grant cycle deadline. Acceptance of a grant award requires acceptance of an award contract, which mandates grant reports at appropriate intervals. **Please, no more than one application per organization per grant cycle.**

➤ **Restrictions**

The Foundation generally does not make grants to support:

- *Annual appeals or fundraising campaigns*
- *Organizations outside our 8-county service area*
- *Endowment campaigns*
- *Sectarian religious purposes*
- *Loans or loan pay-offs*
- *General operating or maintenance grants for established organizations*

THE COMMUNITY FOUNDATION FOR THE OHIO VALLEY, INC.

Grant Proposal
SUBMISSION CHECKLIST 2010

Application Instructions: Complete this Grant Proposal Submission Checklist, the Application Cover Form, answer questions on Application Page 2 on separate sheets of paper (use no more than 6 pages), complete the Project Budget Form, and add attachments as requested on submission checklist. Compile the completed items in the order noted on the submission checklist, and submit an original and two copies. **This sheet is to accompany every grant application. Please submit your grant proposal in the following order. Check all that apply.**

Name of Organization: _____

- 1. Grant Proposal Submission Checklist
- 2. The Community Foundation for the Ohio Valley's Application Cover Form
- 3. Proposal Narrative (contains organizational history and project justification; no more than 2-6 pages)
- 4. Project Budget Form
- 5. Most recent annual audit or other approved annual financial statement for your organization
- 6. One copy of your organization's IRS 501(c)(3) non-profit determination letter.
- 7. Current Board of Directors list (one page) including names and occupations; please note officers
- 8. If applicable, letters from financial or programmatic partners in the proposed project (no other letters of support are necessary)
- 9. Most recent annual report or publication describing your organization
- 10. One original and two copies of entire grant proposal (Do not bind or staple – use paper clips or binder clips)

Completed by: _____ Date: _____

THE COMMUNITY FOUNDATION FOR THE OHIO VALLEY, INC.

COMMUNITY GRANTMAKING PROGRAM
APPLICATION COVER FORM 2010

Please computer-generate, type or print neatly

ORGANIZATION INFORMATION

Legal name of applicant organization: _____

Address: _____

Executive Director, President or CEO name and title: _____

Telephone: _____ Fax: _____ Contact Email: _____

Contact Name (If different from Director/CEO): _____ Website: _____

Contact Title and Phone: _____

Year organization was founded: _____

Organization's total operating budget for current fiscal year: \$ _____ Amount of this request: \$ _____

GRANT REQUEST INFORMATION

Fiscal Agent (if you do not have your own 501 (c)(3) status): _____

Name of project: _____

Project Abstract (Brief summary of project – if you're grant is awarded, this will be used for public relations):

Please check all counties in the Foundation's service area that are **served by this proposal**.

Ohio Marshall Brooke Tyler Wetzell Belmont Monroe Guernsey

TOTAL GRANT REQUEST	
Cost of proposed project	
Amount request from the Community Foundation for the Ohio Valley, Inc.	
Request as a % of total project costs	
TOTAL	

List past funding and amounts from the Community Foundation for the Ohio Valley, Inc.

THE COMMUNITY FOUNDATION FOR THE OHIO VALLEY, INC.

APPLICATION PAGE 2

Answer the following questions in section A – D in a total of 2-6 typed or computer-generated pages:

A. Project Narrative

- Describe the following aspects of the project:
 - History of the Organization and/or Project (include accomplishments and qualifications)
 - Problem/Needs Statement (why is this project necessary and who will it serve)
 - Project Design (include process and who is involved)
 - Objectives (desired outcomes of the project)
 - Methods (activities that will be conducted in order to achieve/implement objectives)

B. Impact and Evaluation

- How will you define success for your project? Why do you think the project will be successful?
- If this is a recognized model or purchased program, have you seen it in practice elsewhere? How will you learn from their experiences?
- Explain how your project contributes to the Foundation's community development mission by improving the community
- Describe how your project affects the quality of life, encourages economic development, and/or helps to serve an underserved population
- Who are your partners in this project and what roles do they play?
- How does your project build social capital for the Upper Ohio Valley (i.e. bringing people together who normally don't work together, etc.)?

C. Sustainability Plan

- List additional sources of support for this project in the chart below:

Other funding sources	Potential or Committed	Amount

- What are your plans for long-term funding and/or maintenance of the proposed project?
- If your grant is not approved, what alternative plan will you follow?

D. Endorsement

We have carefully read the information provided for The Community Foundation for the Ohio Valley, Inc. (CFOV) Proposal Form. The Board of Directors has approved the submission of this proposal. If we receive a grant, we agree to use the funds as granted or to return them if such use is not feasible. We will allow CFOV to use information provided in this grant application for public information pieces and will mention CFOV's support in any publicity generated regarding the project. Please sign below to verify that the Board of Directors has approved the submission of this proposal.

Chair/President, Board of Directors

Date

Executive Director

Date

THE COMMUNITY FOUNDATION FOR THE OHIO VALLEY, INC.

PROPOSED PROJECT BUDGET FORM

Prepare the following **operating budget for the proposed project** for your current fiscal year.

Note that organizational budget documents showing revenue and expenses are also required as noted on the grants submission checklist. They should be in the form of the most recent annual audit or other approved annual financial statement.

Project budget for the period from _____ to _____

PROPOSED PROJECT ANNUAL BUDGET			
ITEM	Amount requested from CFOV	Amount provided from other sources as match	Total Amount
<i>Program Expenses</i>			
Supplies			
Printing & copying			
Equipment			
Materials			
Communications (phone, fax, etc.)			
Public relations			
Salaries & wages			
Postage & shipping			
Evaluation			
<i>Other Program expenses – please list:</i>			
<i>Personnel Expenses</i>			
Salaries			
Benefits & payroll taxes			
Consultants & Professional fees			
Rent			
Travel & training			
Administration			
<i>Other Expenses – Please list:</i>			
TOTAL PROJECT BUDGET			