

THE COMMUNITY FOUNDATION FOR THE OHIO VALLEY, INC.
WETZEL / TYLER REGIONAL ADVISORY COMMITTEE
COMMUNITY ACTION GRANTS PROGRAM
FACT SHEET 2011

➤ **Service Area**

The Community Foundation for the Ohio Valley, Inc. serves the multi-county region that makes up the Upper Ohio Valley. This special Regional Advisory Committee Community Action Grants Program is specifically for nonprofit organizations in Wetzel and Tyler Counties of West Virginia.

➤ **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. The Board of Trustees of the Community Foundation recently chose to focus efforts on specific regions of our service area. As a result of this initiative, a small pool of funds has been designated to be granted in Wetzel and Tyler Counties. Regrettably, there will be far more worthy organizations in this 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.

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*

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 1 Fall Grant Cycle - Application deadline September 1

Grant applications will be reviewed by the Wetzel Tyler County Regional Advisory Committee. Their recommendations will then be approved by the Community Foundation's Distribution Committee. The Distributions Committee then 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.**

Mail your completed grant applications plus two copies to:

Community Foundation For The Ohio Valley
PO Box 670
Wheeling, WV 26003

➤ **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.
WETZEL TYLER REGIONAL ADVISORY COMMITTEE**

Community Action Grants
SUBMISSION CHECKLIST 2011

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
- 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 if applicable
- 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.
WETZEL TYLER REGIONAL ADVISORY COMMITTEE
COMMUNITY ACTION GRANTS PROGRAM
APPLICATION COVER FORM 2011

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

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**.

__Tyler __Wetzel

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 (500 Words or Less)

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

B. Impact and Evaluation

1. How will you define success for your project? Why do you think the project will be successful?
2. Explain how your project contributes to the Foundation's community development mission by improving the community.
3. Describe how your project affects the quality of life, encourages economic development, and/or helps to serve an underserved population.
4. Who are your partners in this project and what roles do they play?

C. 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			