



**GRANT REQUEST SUMMARY**

**Organization Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **e-mail address:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State, Zip:** \_\_\_\_\_

**County:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Federal Tax ID #:** \_\_\_\_\_ **Annual Operating Budget:** \$ \_\_\_\_\_

**Requested Amount:** \$ \_\_\_\_\_

**Please attach the following:**

- IRS Determination Letter
- Most Recent Audit
- Any of the following that best describes the recent work of your organization: annual report, newsletter or summary of activities for the most recent year.
- Project Narrative (Not to exceed 2 pages to describe project.)
- Project Budget (Itemize line item expenses to be covered for the application submitted. Also, itemize the total program/project cost if this exceeds amount requested. Include support requested from other funders and list funds and sources received or declined for the application submitted.)
- List of Board Members and Officers
- Most Recent 990
- Mission Statement

**Project Executive Summary:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**Name (please print)**

**Title (please print)**

\_\_\_\_\_  
 \_\_\_\_\_

**Signature**

**Date**

**Please return to:**  
**Chevron Community Fund**  
**The Community Foundation for the Ohio Valley**  
**1310 Market Street**  
**Wheeling, WV 26003**



## **CHEVRON COMMUNITY FUND GUIDELINES**

The Chevron Community Fund was created by Chevron to direct philanthropic resources to the needs of the communities where the company conducts business.

The Chevron Community Fund is held at the Community Foundation for the Ohio Valley. Non-profit organizations in or serving Marshall County, WV may apply.

*Funding Priorities Include:*

Funding is focused on, but is not limited to, the following areas: health care, STEM education, and workforce development in Marshall County, WV. Other funding areas may be considered.

*Amount of Request:*

Requests of up to \$10,000 will be considered.

*Review Process:*

Applications should be sent to the Community Foundation for the Ohio Valley for validation and preliminary review. Grant award decisions are made by the Chevron Community Fund Grantmaking Committee. Information concerning the status of grants solicited from other foundations in the past twelve-month period for all organizational purposes (indicating the name of each foundation; amount requested; approved or declined); and listing of the organization's officers and directors, their primary occupations and the responsibilities to the organization. Interviews may be necessary for additional information and confirmation.

*Criteria:*

Award approval is based on the following criteria: capacity for success; need for continued funding; quality of request; direct benefit to Marshall County, West Virginia; community support, and amount of additional funding needed for project completion. Grantees must take a year (12 months) off after receiving a grant to allow for diversity in funding. A copy of the Grant Final Report must also be on file to be considered for future grants.

*Deadline for Application:*

October 31, 2013 at 5 pm.

For additional information, please contact the CFOV Office at 304-242-3144, FAX: 304-234-4753, or email Renee K. George, Grants Administrator, at [renee@cfov.org](mailto:renee@cfov.org)

Mailing Address: The Chevron Community Fund  
The Community Foundation for the Ohio Valley  
1310 Market Street  
Wheeling, WV 26003