

## 2021 Request for Proposal

The Eastern West Virginia Community Foundation (EWVCF) was founded in 1995 to help donors create endowed funds to benefit 501(c)(3) nonprofit organizations (including schools, churches and government agencies) in Jefferson, Berkeley and Morgan counties.

### EWVCF Winter/Spring Grant Funding Categories

**Eastern Panhandle CARE Fund - Healthcare grants** will be awarded to support **Eastern Panhandle** healthcare programs that provide one or more of the following: Empowerment through health education; connection to community healthcare resources; or access to affordable, high-quality, patient-centered care. **Grant range: \$5,000 - \$10,000**

**Kings Daughters Senior Citizens Charitable Fund** – Grants to organizations that **provide elderly persons living in the Eastern Panhandle with housing facilities and services** specifically designed to meet their physical, social, and psychological needs and to promote their health, security, happiness, and usefulness in longer living. **Grant range: \$5,000 to \$12,000**

**Housing Action Fund** – Grants to address **homelessness and affordable housing** will be awarded from this fund to support programs in **Jefferson, Berkeley, and/or Morgan counties**. An emphasis will be placed on programs that promote inter-county collaborative efforts, increase community knowledge, serve high need populations, and/or focus on underserved towns or counties.

**Grant range: \$500 - \$2,000**

**Joan Roach Volunteer Fund for the Needy - Human Welfare Grants** will be awarded to support **Eastern Panhandle** programs that provide assistance to sick, needy, dependent, neglected or disadvantaged persons. **Grant range: \$500 - \$2,000**

**Don and Polly Roach “Friends of Animals” Free Spay & Neuter Fund** – will award grants to 501(c)(3) organizations that focus on **Animal Rescue in the Eastern Panhandle** and work with local veterinarians to help pet owners who cannot afford to spay or neuter their cat or dog.

**Grant range: \$500 to \$1,000**

**Partnership for Affordable Housing Fund** – Grants that support **housing activities in Jefferson County** that benefit households at or below the median household income for Jefferson County. Funding for Feasibility studies for housing serving the target group, assist with security deposits for low-income renters, materials & equipment for a homeless shelter, financial assistance for purchasing or rehabbing a home, and more may be considered. General guidelines to follow would be the eligible housing activities under two HUD-funded programs CDBG & HOME. Charitable organizations, including nonprofit housing developers, Community Organizations registered as nonprofit with the State of West Virginia, local governments including their subsidiaries within Jefferson County and religious institutions serving Jefferson County, may apply. **Grant range: \$1,000 to \$3,000**

**Helen Parker Willard Fund - Historic Cemetery Grants** will be awarded to **Jefferson County** 501(c)(3) nonprofit organizations and 501(c)(13) historic cemeteries with a strict adherence to the following purposes; maintenance, repair, and restoration of monuments, headstones, and grave markers of historical or architectural significance to the community, emphasizing notable Civil War era history; preservation, beautification and maintenance of abandoned or deteriorating graves of deceased persons, focusing on areas open to the public, and/or maintenance of semipublic areas that lessen the burden of government. **Grant range: \$1,000 - \$5,000**

## Eligibility, Deadline, Reports, and Requirements

**Eligible Organizations:** The Community Foundation awards grants to nonprofit organizations providing a wide range of *direct benefits* in Morgan, Berkeley, and/or Jefferson counties of West Virginia. Programs that celebrate diversity and/or promote equity and inclusion are encouraged.

All applicants must meet the following eligibility requirements:

- An already existing nonprofit, 501(c)(3) or 501(c)(13) organization in good standing with the IRS,
- An existing government/quasi-governmental agency, or public school applying for a project that is not funded by tax revenue,
- A religious organization requesting funding for non-sectarian activities, or
- A civic group that is not a 501(c)(3) organization requesting funding for a charitable community cause.

### Required Financial Information for 501(c)(3) Organizations

Applications must include financial information for the organization as a whole, and in addition:

- Applicants with charitable contributions over \$300,000 but less than \$500,000 must provide the most recent financial review performed by an independent certified public accountant.
- Applicants with charitable contributions over \$500,000 must provide the most recent audit performed by an independent certified public accountant.

In addition, 501(c)(3) organizations must be in good standing with:

- West Virginia Secretary of State's Business & Licensing and also the Charities Division: <http://apps.sos.wv.gov/business/corporations/> & <https://sos.wv.gov/business/Pages/Charities.aspx>
- IRS, as assessed via IRS Pub 78 and GuideStar: <https://apps.irs.gov/app/eos/> <https://www.guidestar.org/Home.aspx>

**Application Period:** February 1 – March 6, 2021. All grant applications must be emailed to [info@EWVCF.org](mailto:info@EWVCF.org) by Saturday, March 6.

**Grant Notification:** Grantees will be notified and grants will be awarded by April 15, 2021.

**Reimbursement and Reporting Requirements:** Grants are traditionally awarded on a reimbursable basis. Receipts and invoices must be provided to the Community Foundation in order to receive grant payments. The Community Foundation may consider requests for advance distribution. A final report, including a summary of grant expenses, must be provided to the Community Foundation by December 7, 2021 in order to receive reimbursement. Extensions may be allowed with prior approval.

# 2021 Winter/Spring Competitive Grant Application

(Download and save this application to your hard drive or Cloud storage prior to filling it out)

Organization: \_\_\_\_\_ FEIN: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Tax Exempt Status: ☐ 501(c)(3) ☐ 501(c)(13) Cemetery ☐ Gov./School ☐ Church

Project Name: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Estimated number of People Directly Aided: \_\_\_\_\_

County or Counties being served: ☐ Jefferson ☐ Berkeley ☐ Morgan

Social Service Grant Category: ☐ Healthcare ☐ Senior Citizens ☐ Housing ☐ Human Welfare  
☐ Animal Rescue ☐ Jefferson County Affordable Housing. ☐ Jefferson County Historic Cemetery

(Select only one grant category per application. Criteria is on the first page. Call with questions.)

**Email this application to [info@EWVCF.org](mailto:info@EWVCF.org) One application per grant category.**

**Please attach the following (if applicable): *DO NOT BIND, PLACE IN FOLDER OR USE DIVIDERS***

1. Project narrative and budget of no more than **three (3) pages** that includes:

☐ Organizational Overview  
☐ Proposed Program or Project along with Expected Outcomes  
☐ Future Funding/Sustainability and Program or Project Budget  
(income & expenses for specific program/project only)

2. Board Member/Officer/Trustee list with short bios (not required of Gov./Public School)
3. Most recent annual organizational budget (not required of Gov./Public School)
4. Most recent Financial Statements or Audit (not required of Gov./Public School, Church, or Civic Group)
5. Most recent IRS Form 990 (not required of Gov./Public School, Church, or Civic Group)
6. IRS Letter of Determination (not required of Gov./Public School, Church, or Civic Group)

**Must be emailed to [info@EWVCF.org](mailto:info@EWVCF.org) by Saturday, March 6, 2021. By submitting this application, you consent to and acknowledge that EWVCF may share information about the application and/or your organization with our staff, donors, advisors, and volunteers.**