

# Hampshire County Community Foundation Request for Proposal



The Hampshire County Community Foundation, an affiliate of the Eastern West Virginia Community Foundation, was founded in 2005 to build local endowment and make annual grant and scholarship distributions to qualifying charities and applicants. Grants are recommended by specific fund committees and approved by the Community Foundation Board of Directors. Competitive grants are available from two funds during the 2019 grant cycle.

## Hampshire County Youth Grants Guidelines

**The Hampshire County Community Impact Fund** was established by its Charter Board members to support projects and programs that address local community needs. Applications will be considered for programs or projects serving Hampshire County in the following areas: Animal Welfare, Arts & Culture, Children & Youth, Community & Economic Development, Education, the Environment, Health & Wellness, and Human Services.

**The William Brady and Jean Taylor Rannells Fund**, a field of interest fund, was established to improve the quality of life of children in Hampshire County or to provide healthcare education or services to children and adults in Hampshire County. Applications will be considered for programs that address one or more of these areas of interest.

### ***Eligibility, Application Deadline and Award Announcements***

- 501©3 nonprofit organizations, public schools, government agencies, and churches serving Hampshire County are eligible to apply. Other non-profit organizations without a 501©3 designation may also apply but may not be considered for advanced payment\*.
- Grant applications **must be received** on or before Monday, March 25th, to be considered. Applications may be emailed or mailed to the Hampshire County Community Foundation. Our representatives may contact applicants for a phone or face-to-face interview and/or site visit. Recipients will be notified by late April and awards will be presented at a grantee breakfast on May 2<sup>nd</sup>, 2019.

### ***Grant Size, Payment and Final Reports***

- Grants up to \$500 will be awarded. NOTE: Grants are generally awarded on a reimbursable basis. A final report, including a summary of grant expenses, must be provided to the Community Foundation in order to receive reimbursement. \*The Community Foundation may consider requests for payment in advance.
- Programs and projects are expected to be completed by December 31<sup>st</sup> of 2019, however extensions may be allowed with prior approval.

### ***Grantmaking Priorities***

- Grantseekers are encouraged to submit proposals for specific projects and programs rather than for general support or operations. No grants to individuals will be made. Collaborative efforts are encouraged.

## 2019 Grant Application

*(If filling this form out electronically, be sure to save it to your computer prior to entering information)*

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

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

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

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

Organization Type:  501(c)(3)  Gov. Agency/School  Church  Other Nonprofit

Project Name/Description: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Project Start and End Dates: \_\_\_\_\_

Estimated number of project beneficiaries Directly Aided: \_\_\_\_\_

Grant Category:  Impact Fund  William Brady & Jean Taylor Rannells Fund

*(If your project meets the funding criteria for both, you may check both funds)*

Are you following us on Facebook?  yes  No

### **Please attach the following:**

1. Project narrative and budget of no more than **three (3) pages** which include:
  - Overview of applicant organization (mission/goals; services you provide to the community)
  - Program description (What is the need to be met? Who will benefit? What is the start and end date? Do you have partners? Be specific and help us clearly understand your project.)
  - Expected outcomes (What do you hope to achieve and how will you know you've succeeded?)
  - Future funding/sustainability
  - Program/project budget (income & expenses for specific program/project only; please list other sources of program support with amounts)
2. Board member list
3. Annual organizational budget
4. Financial Statement or Audit
5. Most recent IRS Form 990 (or 990-N e-Postcard receipt)
6. IRS Letter of Determination
7. Current year Charitable Registration letter from the WV Secretary of State, if applicable.

*Items 2 – 7 are not required of government agencies and public schools.*

By submitting this application, you consent to and acknowledge that the Community Foundation may share information about the application and/or your organization with our staff, donors, advisors, and volunteers. *Please contact us with any questions or concerns. We're happy to talk through a project idea with you.*

Mail, email, or fax this Application and all support materials on or  
before March 25<sup>th</sup>.

Post Office Box 40, Romney, WV 26757

Phone: (304) 822-7200 \* Fax: 1-888-507-8375

Email: [apancake@ewvcf.org](mailto:apancake@ewvcf.org)

[www.hampshireccf.org](http://www.hampshireccf.org)