

## CALLING FOR A LETTER OF INQUIRY EWVCF Kings Daughters Senior Citizens Charitable Fund

The **Eastern WV Community Foundation** will be awarding a limited number of **Kings Daughters Senior Citizens Charitable Fund** grants in 2019. **This Fund was established to award grants to nonprofit organizations that provide elderly persons with housing facilities and/or services specifically designed to meet their physical, social, and psychological needs, and to promote their health, security, happiness and usefulness in longer living. Preference will be given to projects or programs based in Berkeley County, West Virginia. However, grants may also be awarded for projects or programs serving Jefferson and Morgan counties of West Virginia.**

A Letter of Inquiry (LOI) is requested as the initial step in the grant process. Submission of a LOI does not guarantee formal consideration for funding. Only those organizations selected by the Grants Committee will be invited to submit full proposals. Call 304.264.0353 or email [info@EWVCF.org](mailto:info@EWVCF.org) if you have any questions.

### **2019 Grant Guidelines & Eligibility**

To be eligible for a grant from the Kings Daughters Senior Citizens Charitable Fund, a grantee must be a 501(c)(3) nonprofit organization providing the services described in paragraph one above in one or more of the following West Virginia counties: Jefferson, Berkeley, and Morgan.

**Grant amounts will be \$10,000 for a one-year project or program, or \$20,000 for a two-year project or program.** The organization must expend the full amount of the grant in either one or two (2) years. EWVCF will not consider grants for lesser amounts.

An LOI from an organization that is part of a government agency will only be considered if the project or program is specifically targeted toward a senior population.

### **What to Include in your Letter of Inquiry**

- Complete contact information for the individual and organization submitting the LOI;
- If you are seeking a one-year (\$10,000) or two-year (\$20,000) grant;
- A brief overview of the organization and the proposed project or program, including the counties and number of people projected to be served (400 words or less);
- Potential Impact if the proposed project or program is funded. (500 words or less) and;
- Project/Program Budget (200 words or less, in narrative format)

The LOI should be no more than two pages long. Please do not submit any additional materials with the LOI. A request for full proposals will be issued by the end of April.

### **Letter of Inquiry Due Date**

The LOI must be postmarked or hand-delivered to our office by 5 PM on April 5, 2019 to be considered. We will acknowledge receipt of your LOI with an email. Please mail or hand-deliver the LOI to:

**Eastern WV Community Foundation  
229 E. Martin Street, Suite 4  
Martinsburg, WV 25401**