

# Eastern West Virginia Community Foundation Request for Proposal



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

The Berkeley County Industrial Park Development Fund was established to provide grants to charitable and other nonprofit organizations in Berkeley County, West Virginia working in the areas of economic development, job creation, and career training.

## Berkeley County Industrial Park Development Fund Grant Guidelines

The Eastern West Virginia Community Foundation will consider grants to 501(c)(3) nonprofit organizations, public schools and government agencies serving Berkeley County. Projects and programs receiving funding should focus on, provide or address any or all of the following:

- ◆ Economic development
- ◆ Business recruitment and/or creation
- ◆ Workforce development
- ◆ Job creation
- ◆ Career training and job skills development

### ***Application Deadline, Reviews, and Reports***

All grant applications **must be postmarked or received** by July 31 to be considered. Applications may be hand-delivered or mailed to the Eastern West Virginia Community Foundation. Our representatives may contact applicants for a phone or face-to-face interview and/or site visit. Grants will be announced in early September. Programs and projects must be completed by July 1 of the following year.

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

Grants will generally range from **\$2,000 to \$10,000**. NOTE: Grants are 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 July 15 of the following year. Extensions may be allowed with prior approval.

### ***Charities Eligible to Apply***

501(c)(3) nonprofit organizations, schools, technical institutes, colleges, and universities serving Berkeley County are eligible to apply. Also eligible are religious organizations and units of government so long as funded programs meet the grant guidelines and benefit public purpose.

### ***Grantmaking Priorities***

Grantseekers are encouraged to submit proposals for specific projects and programs rather than for general support or operations. Programs that have already been completed are unlikely to be funded. No grants to individuals will be made.

# Berkeley County Industrial Park Development Fund Grant Application

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

501(c)(3) Organization: \_\_\_\_\_

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

Address: \_\_\_\_\_ Date Applying: \_\_\_\_\_

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

Tax Exempt Status: \_\_\_\_\_ 501(c)(3) Nonprofit \_\_\_\_\_ Government Agency \_\_\_\_\_ Public School

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

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

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

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

*Please provide/mail only one (1) copy of this application  
along with the following support materials:*



## **Please attach the following (if applicable):**

1. Project narrative and budget of no more than **three (3) pages** which include:
  - Page 1 – Organizational Overview and Board Member list with short bios
  - Page 2 – Proposed Program or Project along with Expected Outcomes
  - Page 3 – Future Funding/Sustainability and Program or Project Budget  
(income & expenses for specific program/project only)
2. Annual organizational budget (not required of government agency, or public school)
3. Financial Statement or Audit (not required of government agency, or public school)
4. Most recent IRS Form 990 (not required of government agency, or public school)
5. IRS Letter of Determination (not required of government agency, or public school)
6. Current year Charitable Registration letter from the WV Secretary of State (not required of government agency, or public school)

*Applicants from government agencies and public schools are required to provide only the information listed in item #1 above. Other nonprofit organizations need to provide items 1-6 above.*

**Mail or hand-deliver this Application and all support materials by July 31st to:**

**Eastern West Virginia Community Foundation  
229 E. Martin Street • Suite 4 • Martinsburg, WV 25401  
304.264.0353    www.EWVCF.org**