



## Two Rivers Giving Circle - Request for Proposal

The Eastern West Virginia Community Foundation was founded in 1995 to benefit the towns, countryside, and citizens of Jefferson, Berkeley, and Morgan counties and surrounding areas.

The Two Rivers Giving Circle was established in 2008 and brings together committed, concerned, and charitable citizens to focus on conservation and preservation grantmaking in the Eastern Panhandle.

### The Two Rivers Giving Circle will consider grants for:

- **Safeguarding Habitat:** Protection of habitat is critical to the preservation of biodiversity. Focus is placed on buffer zones, wildlife areas, watersheds, and functioning ecosystems.
- **Children and Nature:** Education and involvement of the next generation is extremely important. Programs that address youth activism, knowledge, hands-on activity, and physical movement.
- **Saving Panhandle Treasures:** We all have a deep caring for our countryside and heritage. Initiatives that provide increased protection of historic, cultural, and pastoral places in the Panhandle.
- **Waste and Recycling:** Efforts that catalyze underserved recycling efforts, promote effective household waste treatment and deter non-point source pollution in the Panhandle.
- **Energy Conservation:** Initiatives that promote increased energy conservation and decreased consumption behaviors in our Panhandle community.
- **Growing the Movement:** Programs that engage, organize, and empower new constituencies who add to the advancement of programs through volunteerism and leadership that lead to new ways of thinking and acting.

### Application Deadlines, Reviews, and Reports

Applications must be **postmarked or received** on or before **September 16**, to be considered. Two Rivers Giving Circle representatives may contact applicants for a phone or face-to-face interview and site visit. **Grants will be announced by November 30.**

### Grant Size, Payment, and Final Reporting

In general, grants range from \$1,000 to \$2,500, and are awarded on a reimbursable basis. A final report, including outcomes of the funded program, a summary of your grant expenses, and copies of receipts must be submitted by August 31 of the year following awarding of the grant. Under unusual circumstances, the Community Foundation may consider an extension or advance distribution.

**Mail or Hand Deliver Application, Project Narrative and Support Materials to:  
Eastern WV Community Foundation • 229 E. Martin St., Suite 4 • Martinsburg, WV 25401**

# EASTERN WEST VIRGINIA COMMUNITY FOUNDATION

## Two Rivers Giving Circle Fund Grant Application

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

Project Name: \_\_\_\_\_ Amount Requested \$ \_\_\_\_\_

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

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

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

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

Tax Status:     \_\_\_ 501(c)3     \_\_\_ Agency of Government/School     \_\_\_ Church

**FEIN:** \_\_\_\_\_     **Year of Application:** \_\_\_\_\_

*Please deliver or mail only one (1) copy of this application.*

*Use the checklist below to provide the following:*



1. Completed application
2. Project narrative and budget– no more than **three (3) pages**:
  - ✓ Organizational overview
  - ✓ Board member list with short bios
  - ✓ Proposed program/project
  - ✓ Expected outcomes
  - ✓ Future funding/Sustainability
  - ✓ Program/project budget

*Eastern WV Community Foundation*  
229 E. Martin Street, Suite 4  
Martinsburg, WV 25401  
Phone: (304) 264-0353  
Email: [info@EWVCF.org](mailto:info@EWVCF.org)  
[www.EWVCF.org](http://www.EWVCF.org)

In addition to the application and project narrative please include the following:

3. Annual organizational budget
4. Financial Statement or Audit
5. Most recent IRS Form 990
6. IRS Letter of Determination
7. Charitable registration letter from WV Secretary of State

***SUBMIT A SINGLE COPY OF ALL MATERIALS. DO NOT BIND, PLACE IN FOLDER OR USE DIVIDERS***