

## 2020 Request for Proposal - Youth & Education Grants

The Eastern West Virginia Community Foundation (EWVCF) was founded in 1995 to help donors create endowed funds to benefit worthy charitable programs in Jefferson, Berkeley and Morgan counties.

### Available Grant Funding Categories & Criteria

**Youth Grants** –to support programs that assist sick, needy, dependent, neglected and disadvantaged children, improve the quality of life for children in the **Eastern Panhandle** community, and/or provide educational, athletic, academic, social, civic or community-based activities that involve or support children. Programs that celebrate diversity and/or promote equity and inclusion are encouraged. **Grant range: \$1,000 - \$5,000**

**Berkeley County Education Grants** –to support educational opportunities in **Berkeley County** including but not limited to: preparatory skills, tutoring programs, innovative programs that strengthen educational development, nutrition programs, small capital needs within the classroom, department, or school, after-school and summer programs. Programs that celebrate diversity and/or promote equity and inclusion are encouraged.

**Grant range: \$1,000 - \$3,000**

### Eligibility, Deadline, Reports, and Requirements

**Eligible Organizations:** The Community Foundation administers grants to organizations providing *direct benefits* to Morgan, Berkeley, and/or Jefferson counties in West Virginia.

All applicants must meet the following eligibility requirements:

- An already existing nonprofit, 501(c)(3) 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.

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:** September 17 - October 30, 2020. All grant applications must be emailed by 5 PM on Friday, October 30, to be considered. Late submissions will not be accepted.

**Grant Notification:** Grants will be awarded by November 30, 2020.

**Reimbursement and Reporting Requirements:** 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 December 1, 2021 in order to receive reimbursement. Extensions may be allowed with prior approval.

### 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.

## 2020/2021 Youth/Education 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)  Gov./Public School  Church  Civic Group (Non 501(c)(3))

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

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

County or Counties being served:  Jefferson  Berkeley  Morgan

Grant Category:  Youth  Education

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

Does your proposed project celebrate diversity and/or promote equity and inclusion?  Yes  No

**Please email this application and attach the following (if applicable) to [info@EWVCF.org](mailto:info@EWVCF.org)**

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. Current 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)

**All materials must be emailed by 5 PM, Friday, October 30, 2020 to [info@EWVCF.org](mailto:info@EWVCF.org)**  
**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.**