

# 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 made possible by the generosity of donors who are committed to local philanthropy and our quality of life in Hampshire County. Competitive grants are available from two funds during the 2021 grant cycle. Grants of up to \$500 will be awarded.

## Hampshire County Winter/Spring 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 Rannels 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 the address one or more of these areas of interest.

### **Eligible Organizations must be:**

- A nonprofit, 501(c)(3) organization in good standing with the IRS,
- A 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

### **Applicants must meet the following eligibility requirements:**

- Be located in and/or primarily serve residents of Hampshire County;
- Be non-discriminatory in the hiring of staff or in providing services on the basis of race, religion, gender, sexual orientation, age, national origin or disability.

### **Application Period and Grant Notification:**

Applications must be submitted by email ([apancake@ewvcf.org](mailto:apancake@ewvcf.org)) or fax (1-888-507-8375) by March 26th, 2021. Grantees will be notified by April 16th.

**Reporting :** A final report, including a summary of grant expenses, must be provided to the Community Foundation upon completion of the funded program or by December 15th, 2021. Extensions may be allowed upon request.

## 2021 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 Title: \_\_\_\_\_ Project Start and End Dates: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ 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)*

### 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 & Expected Outcomes - What is the need? What will you do? Who will benefit?
  - Program/project budget (income & expenses for specific program/project only; If there are other sources of support for the proposed project, please list them with amounts)
2. Board member list with short bios
3. Most recent annual organizational budget
4. Most recent financial Statement/balance sheet
5. IRS Letter of Determination (only new applicants)

*Items 2 – 5 are not required of government agencies, public schools, and churches.*

*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>

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 26<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)