COMMUNITY FOUNDATION OF THE VIRGINIAS, INC.

P. O. Box 4127 ● 128 North Street - Bluefield, WV 24701 ● Phone 304-324-0222

Email: admin@cfvinc.org ● Web Site: www.cfvinc.org

GRANT APPLICATION

**Please review the Foundation Grant Guidelines before proceeding.**

The following information is required by the Grants Committee of the Community Foundation of the Virginias, Inc. for consideration.

**The Community Foundation of the Virginias, Inc. does not fund projects already in progress, or projects to be started before Grants are awarded in September.**

**This application must be completely filled out – preferably typed or legibly printed – and delivered to the Community Foundation office by the last business day of June, or postmarked by that date.**

**Notice: All applicants must be 501(c)(3) organizations or public institutions.**

**A copy of the IRS letter designating the organization as 501(c)(3) tax exempt must be attached, as well as a registration letter from the West Virginia Secretary of State and/or the Virginia Department of Agriculture and Consumer Services - Division of Consumer Affairs - Charitable Solicitation Section, or other appropriate government agency verifying that the organization’s charitable status is current.**

**If the applicant is a public school, you must include written approval by the school’s Faculty Senate and/or Administration.**

**Grant requests that fail to include such approval will not be considered.**

Organization Name:

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Address:

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Phone and Email Address:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Responsible Party: Title:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and I will adhere to the guidelines to the best of my ability and all information submitted is accurate.

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Signature Title Date

**A. Project Information (Specifically address each of the following)**

1. Provide a brief description of the project for which you are applying.

2. What specific need will the project address?

3. What is the project’s significance and particular benefit to the community, and how many

 people will it impact?

4. What are the goals and objectives of the project?

5. What is the timeline for completion of the project?

6. What element of the project will the grant fund?

7. Describe the methods used to determine that goals have been reached.

8. List the names and qualifications of individuals who will carry out the project.

9. How do you plan to acknowledge the Foundation’s support if your grant request

 is approved?

10. Provide any other information you feel will be helpful.

**B. Budget Information (Specifically address each of the following)**

1. How much are you requesting from the Community Foundation of the Virginias, Inc.?

2. Provide a complete budget for the project, including total cost.

3. How do you propose to fund the project?

4. List other possible funding sources and amounts, specifying those that are

 already committed.

5. Provide at least two (2) price quotes for all services or durable goods to be

 purchased.

6. Provide any other information you feel will be helpful.

**C. Required Attachments - Must be provided in the order listed**

1. IRS Designation Letter.

2. West Virginia or Virginia Registration Letter as outlined on page 1 of this application.

3. List of Officers and Board Members.

4. Latest Financial Report and/or Operating Budget.

5. Include any descriptive brochures or promotional literature about the organization.

If you have questions about the application or the grant process that were not answered in the Grants Guidelines or General Information about the Grants Program, **you may call the Foundation office at: 304-324-0222**

Completed and signed applications must be mailed or delivered to the Community Foundation office at:

Community Foundation of the Virginias, Inc.

 P. O. Box 4127 ● 128 North Street

 Bluefield, WV 24701

**The deadline for completed applications to be delivered to the Community Foundation is the last business day of June. Applications postmarked on or before the last business day of June WILL be accepted for consideration.**

**Should any change occur in the circumstances of the project for which support is requested between the date of your proposal and the Foundation’s consideration of a grant, please advise the Foundation with full information as soon as possible.**

*Revised 3/7/23*