

Nicholas County Community Foundation



Guidelines for the 2018 Combined Grant Application

All applications must be postmarked by:
Saturday, September 1, 2018

Applications should be mailed to:

NCCF

PO Box 561

Summersville, WV 26651

And if possible emailed to

NCCFWV@GMAIL.COM

For more information on the Nicholas County Community Foundation or to receive an electronic version of this application please call (304) 872-0202 or email the Foundation at

NCCFWV@gmail.com .

Nicholas County Community Foundation Grant Guidelines

The Nicholas County Community Foundation (NCCF) is making discretionary grants from the Seelinger Family Foundation Fund as well as other endowed Donor Advised Funds.

The Seelinger Family Foundation Fund is a field of interest fund “dedicated to maintaining and improving the areas of Summersville, West Virginia and Nicholas County, West Virginia, including but not limited to, their schools and educational systems, parks and recreation commissions, extracurricular organizations, governing bodies, athletic associations, fine arts centers and cultural and historical societies.” Only 501(c)(3) not for profit organizations, public institutions and governmental entities meeting the criteria above are eligible to apply. In accordance with the terms of the fund agreement “the interests of churches and other religious organization are not eligible for funding.

Grants awards will typically range between \$250 - \$15,000.

Organizations will be notified by November 1, 2018 of the status of their grant request. No work on the project may begin until notification of grant funding has been received.

This year we are asking that applicants submit the application to the Foundation also by email, if possible, as well as the entire application packet through the United States Postal Service. Only complete applications, with all the required attachments, which are postmarked on or before September 1, 2018 will be reviewed.

**If you would like an electronic version of this application please email
NCCFWV@gmail.com.**

Completed grant applications should be mailed to:

**Nicholas County Community Foundation
PO BOX 561
Summersville, WV 26651
and
NCCFWV@GMAIL.COM**

If you would like to learn more about the NCCF scoring guidelines or would like to see a copy of the final report approved applicants will be asked to submit upon completion of their project please call (304) 872-0202 or email NCCFWV@gmail.com

ALL PROPOSALS MUST BE POSTMARKED BY: September 1, 2018.

Grant Application Outline

A complete application should include the following items as listed below. Please include one original and one (1) copy of all parts of this application.

- 1. Complete the Grant Application Cover Sheet (application page one)**
- 2. Application Check List (application two)**
- 3. Assurances. Attach the signed assurance statements (application three) to this application.**

A. Purpose of grant (Do not exceed one page.)

1. Specify the need addressed by the project.
2. Describe its significance to the community and its proposed benefit.
3. How will this project have a lasting effect on the community?
4. Does this project provide a unique service?
5. Provide a project schedule (including a timeline for implementation and completion of the project.)

B. Budget and Budget Narrative (Do not exceed one page.)

1. Briefly summarize expenditures. *For example: 90% of grant funding will be used to purchase materials for the project. The remaining 10% of project funds will be used for transportation.*
2. Please explain your organizations financial need for this project.
3. If the Nicholas County Community Foundation is not funding your entire project please briefly explain your other sources of funding.
4. Use the following format to prepare a project budget. This example is used for illustration purposes only.

Budget Item	Funding Purposes and Calculations	Funding Source
Printed pamphlets for expectant parents	500 pamphlets @ \$1/each = \$500	Nicholas County Community Grant
Volunteers to take pamphlets to doctors' offices	4 volunteers @ 4 hours = \$0	Volunteered Time
Reimburse travel expenses for volunteers to distribute pamphlets	4 volunteers @ \$0.55/mile X 50 miles = \$110.00	Nicholas County Community Grant
Facility Rental to meet and provide expectant parents training regarding community, state, and national resources	One half day @ \$75 = \$75	Nicholas County Community Grant
Salary Project Director	2 hours X six weeks @ hourly rate of pay(\$25) = \$300	Staffing provided by Applying Agency—e.g. Friends R Fun Child Development Center
Total Requested	\$685.00	
Total Program Budget	\$985.00	

- C. **Describe the project's proposed measurable outcomes. Outline your plan to document progress and results. How will you measure expected outcomes and the effectiveness of your activities? (Do not exceed one page.)**
- D. **Attachments. Include the following attachments in the order indicated:**
1. **Verification of 501(c)(3) tax-exempt (IRS Letter of Designation).**
 2. **Organizational structure** – List organization's officers, directors, key staff members, qualifications and contact information for each.
 3. **List the names and qualifications of those persons who will implement and conduct the project.**
 4. **A copy of the approved minutes or a resolution by the Board authorizing the application. (Teachers must seek written approval from their school's principal.)**
 5. **If your project involves working with another organization or institution, please submit a letter of support from that organization or institution**
 6. **If you would like to attach more information about your program or organization, such as newspaper articles, brochures and the like, limit your attachments to one or two small items.**

Please mail the complete grant application and one (1) copy of all parts of this application to:

1. Nicholas County Community Foundation
PO Box 561
Summersville, WV 26601
2. If possible, please email a copy of the narrative portion of the grant application (Cover sheet, Section A, Section B & Section C) to
NCCFWV@GMAIL.COM

Complete applications must be postmarked by
Saturday, September 1, 2018