



Guidelines for the 2023 Combined Grant Application

All applications must be postmarked by:
September 1, 2023

Applications should be mailed to:

NCCF

PO Box 561

Summersville, WV 26651

And 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**

###

Nicholas County Community Foundation Grant Guidelines

The Nicholas County Community Foundation (NCCF) is making discretionary grants from the Seelinger Family Foundation Fund and the Fund for Nicholas County.

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.

The Fund for Nicholas County fund is our unrestricted fund. These funds are used to assist organizations that serve all of Nicholas County.

Grants awards will typically range between \$250 - \$10,000.

Organizations will be notified after November 1, 2022 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 narrative portion (not including attachments) 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, 2022 will be reviewed.

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, 2023.

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 page two)**
- 3. Assurances. Attach the signed assurance statements (application three) to this application.**

A. Purpose of grant

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

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 Competitive 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 Competitive Grant
Facility Rental to meet and provide expectant parents training regarding community, state, and national resources	One half day @ \$75 = \$75	Nicholas County Community Competitive 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	

- B. 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.)**
- C. 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. Financial audit or review from previous two years of organization.**
 - 6. If your project involves working with another organization or institution, please submit a letter of support from that organization or institution**
 - 7. 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 submit the complete grant application to NCCF online via our website.

Complete applications must be postmarked by

September 1, 2023