

Grant Policy and Procedure of the
Barbour County Community Foundation

Grants made from the unrestricted fund of the Foundation

A. Eligibility: To be eligible for a grant from the unrestricted fund of the Barbour County Community Foundation (The Foundation,) an applicant must be a private, non-profit organization – tax exempt under section 501(c)(3) of the Internal Revenue Code, or they must be a public institution. Request from individuals will **not** be accepted. The applicant or the program to be funded must be located in Barbour County. Grants are made for one year only. No multi-year commitment will be made.

B. Grant Priorities: The Foundation focuses its grant making in the following area of interest:

- Arts and Culture
- Education
- Health and Human Services
- Recreation
- Youth and Community Services

The Foundation places priority on the following types of projects:

1. Special projects not part of the ongoing maintenance or operation of the organization.
2. Seed money for pilot projects or for new organizations designed to respond to unmet or emerging community needs.
3. Capital and equipment needs.
4. Matching grants to provide leverage for additional funding.
- 5 Sudden or urgent needs where prior planning for such needs could not have reasonably been made.

Generally, grants are **not** made for:

- Annual fund raising campaigns.
- Endowments.
- Sectarian or religious purposed.
- Political or lobbying activities.
- Travel/Participation in meetings.
- Conferences, seminars and study exchange programs.

C: Deadlines: The Foundation makes grants once each year. Applications must be postmarked by November 30th.

D: Application Guidelines: The Foundation requires the use of a standardized application form. The form is available on the website: barbourcountycf.org or by contacting the Foundation. Applicants **may** submit a brief letter, signed by the organization's chief executive, describing the proposed project. The letter should be limited to two pages and should include the following: (**Note: the letter is not required.**)

1. Description of Applicants Organization – missions, goals and objectives.
Population served.
Name, address and telephone number of contact person.
2. Description of the project.
Specific need to be addressed.
Who/How many will benefit.
Names and qualifications of persons to carry out the project.
How the project will be evaluated.
Timetable for the project.
How the project fits into the Foundation's grant making priorities.
3. Project budget.
Complete budget of the project. (All funding.)
Amount requested from the Foundation.
Sources of other funding.
Future funding. (If applicable.)

The following materials, if available, should be attached to the letter.

1. List of officers and board member.
2. Copy of IRS 501(c) (3) tax exempt determination letter.
3. Most recent annual financial statement (preferably audited.)
4. Current annual operating budget, including income and expenses.
5. Supplementary information if applicable.

E. Review Process: Applications are reviewed by an independent committee appointed by the Foundation, who makes recommendations to the Foundations Board of Directors.

F. Notification Process: The Foundation's Board will make the final decision on all applications at its January meeting. Applicants will be notified as soon as possible after the January board meeting.

G. Reporting requirements: Grantees are required to report on the use of the grant funds after completion of such use on a "Grant Completion Report." This form will be enclosed with your notice of award.

H. Grants not repeated: The Foundation will **not** repeat grants year after year to any agency where such grants are used as part of the agency's current operating budget, or where an agency may become dependent on such grants to be a regular part of the agency's current operating income.

The grant application should be mailed to:

Barbour County Community Foundation
PO Box 284
Belington, WV 26250