

# BOONE COUNTY COMMUNITY FOUNDATION

SHAFFER & SHAFFER LAW OFFICES, 330 STATE STREET, MADISON

P. O. BOX 695, MADISON, WV 25130

(304) 369-0511 bccf@shafferlaw.net

## GRANTMAKING PROGRAM

### ◆ Service Area

The Boone County Community Foundation serves the entire geographic area of Boone County.

### ◆ Grants Program Process and Guidelines

The Foundation awards grants to nonprofit and other charitable organizations under the broad category of Community Development (defined as improving quality of life, promoting economic development, and reducing poverty.) ***Priority will be given to proposals that:***

- Encourage community bonding and more community support for solving problems;
- Exhibit coordination and collaboration among organizations;
- Generate matching funds, thus leveraging additional support;
- Focus on proactive, preventive measures;
- Implement new approaches and innovative techniques to solve community problems.

**Competitive grants are awarded once a year.** Completed grant applications **with requests up to \$7,500** having all of the required materials as outlined in this application are due **on Friday May 7, 2021**. **We will accept applications by email. Faxed or incomplete grant applications will not be considered. Applications received after the deadline cannot be considered.**

The Board of Directors reviews all of the grant applications. Applicants will be contacted by a member of the Board of Directors to discuss their proposal. The Board is responsible for the final decisions. The grant review process takes up to 60 days after the grant cycle deadline. Applicants will be advised in writing of the status of their grant request after the Board decision. **The Foundation accepts only one grant request from any school or organization per cycle.**

### ◆ Restrictions

***The Foundation typically DOES NOT make grants to support the following:***

- National or statewide proposals that do not focus on Boone County;
- General operating budgets for established organizations;
- Annual campaigns or membership drives;
- Production of film or video programs;
- Travel expenses or school uniform purchase;
- Ongoing support for the same project;
- Staff costs only;
- Consultants, consultant fees, conferences or workshop speakers;
- Individuals, student aid, or fellowships;
- Religious activities of religious organizations;
- Projects that would be fully funded by applicant, either internally or externally, prior to the completion of the grant application process;
- Equipment or uniforms for youth leagues.

The mission of the **Boone County Community Foundation** is to enrich the community by inspiring people to care for each other and future generations through service and charitable giving.

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**2021 SUBMISSION CHECKLIST**

Page 1

Name of Organization: \_\_\_\_\_

Completed by \_\_\_\_\_ Date: \_\_\_\_\_

**Application instructions: Complete this Grant Proposal checklist, Application Cover Form (page 1), answer questions on Application Page 2 and 3 on separate sheets of paper if you wish (use no more than 7 pages for total application), complete Project Budget Form, and add attachments as requested on submission checklist. This sheet is to accompany the grant application. Please submit your grant proposal in the following order. Please be advised that incomplete applications cannot be considered. All items on the checklist are required unless stated.**

- 1. Completed Grant Application Submission Checklist.
- 2. Boone County Community Foundation's Application Cover Form.
- 3. Proposal Narrative (contains history of the organization, problem/needs statement, project design, goals/objectives/methods).
- 4. Impact and Evaluation (refer to questions on application pages 2 and 3, section B).
- 5. Sustainability (refer to questions on application page 3, section C).
- 6. Completed Project Budget Form; **ensure figures throughout the application are consistent, mathematically correct, and rounded to the nearest dollar.** Please note that the budget form/narrative is a separate excel spreadsheet.
- 6a. Include 3 quotes or bids for any single purchase or capital improvements over \$1,000 (only if a single item in a line item costs more than \$1,000)

*What items are being quoted:* \_\_\_\_\_

- 7. If applicable, letters from financial or programmatic partners in the proposed project (no other letters of support are necessary).
- 8. If available, most recent annual report or publication describing your organization.

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**2021 SUBMISSION CHECKLIST**

Page 2

**9. Financial Information Needed from Applicant and/or Fiscal Agent.** If the applicant has a Fiscal Agent, the Fiscal Agent must provide all required documents.

<b>501(c)3 Nonprofit Organization</b>	<b>Government Entity, such as city, county, etc.</b>	<b>Church</b>	<b>Public School</b>
<input type="checkbox"/> Current organizational budget (budget vs. actual)	<input type="checkbox"/> Current organizational budget (budget vs. actual)	<input type="checkbox"/> Current organizational budget (budget vs. actual)	<input type="checkbox"/> Operating budget from individual school
<input type="checkbox"/> Current Profit and Loss Statement	<input type="checkbox"/> Current Profit and Loss Statement	<input type="checkbox"/> Current Profit and Loss statement	<input type="checkbox"/> n/a
<input type="checkbox"/> Current Balance Sheet	<input type="checkbox"/> Current Balance Sheet	<input type="checkbox"/> Current Balance Sheet	<input type="checkbox"/> n/a
<input type="checkbox"/> Current Form 990, 990EZ, or 990N (send copy of filing for 990N)	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a	<input type="checkbox"/> n/a.
<input type="checkbox"/> Current Audit (\$500,000+), Financial Review (\$200,000+), or Financial Compilation (less than \$200,000)	<input type="checkbox"/> Current Audit- prefer an audit of the application's department. If this is not possible, then upload the complete audit	<input type="checkbox"/> Current Audit (\$500,000+), Financial Review (\$200,000+), or Financial Compilation (less than \$200,000)	<input type="checkbox"/> Audit of the school's financial records completed by the County Board of Education
<input type="checkbox"/> Copy of 501(c)3 nonprofit determination letter. If the applicant has a fiscal agent, submit their 501(c)3 and a letter a confirmation.	<input type="checkbox"/> n/a	<input type="checkbox"/> Copy of the 501(c)3 nonprofit determination letter from the IRS from either the applicant OR religious Group/Parent organization.	<input type="checkbox"/> n/a
<input type="checkbox"/> Completed Current W-9 Tax Form	<input type="checkbox"/> Completed Current W-9 Tax Form	<input type="checkbox"/> Completed Current W-9 Tax Form	<input type="checkbox"/> Completed Current W-9 Tax Form
<input type="checkbox"/> Current Board of Directors including names and occupation; note officers	<input type="checkbox"/> Current Council or Commissioners including names and occupation; note officers	<input type="checkbox"/> Current Board of Directors including names and occupation; note officers	<input type="checkbox"/> Current Board, including names and occupation; note officers. Also, a list of your school administration.

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**GRANTMAKING PROGRAM  
2021 APPLICATION COVER FORM**

**ORGANIZATION INFORMATION**

Legal Name of Applicant Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Executive Director, President, Principal, or CEO Name and Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Year organization was founded: \_\_\_\_\_ EIN: \_\_\_\_\_

Website: \_\_\_\_\_ Social Media: \_\_\_\_\_

Contact Name and Title (If different from Director/CEO): \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Organization's total operating budget for current fiscal year: \$ \_\_\_\_\_

List past funding and amounts from the Boone County Community Foundation:

\_\_\_\_\_

\_\_\_\_\_

**FISCAL AGENT INFORMATION**

The following questions should be answered if organizations are using a Fiscal Agent. A fiscal agent is an organization other than the applicant organization that administers the funding, if awarded.

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Executive Director, President, Principal, or CEO Name and Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Year organization was founded: \_\_\_\_\_ EIN: \_\_\_\_\_

Website: \_\_\_\_\_ Social Media: \_\_\_\_\_

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*APPLICATION PAGE 2*

**GRANT REQUEST INFORMATION**

Name of project: \_\_\_\_\_

Project Abstract (Brief summary of project – if your grant is selected, this will be used for public relations purposes):

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

Proposed beginning/ending dates of grant request: \_\_\_\_\_

Amount of this Request: \$\_\_\_\_\_ (May not exceed \$7,500.00 and must be rounded to the nearest dollar)

TOTAL GRANT REQUEST	
Cost of proposed project	
Amount requested from The Boone County Community Foundation	
Request as % of total project cost	

**A. Narrative:**

1. Describe the following aspects of the project:
  - a) History of the Organization and/or Project (include accomplishments and qualifications);
  - b) Problem/Needs Statement (please add verifiable fact, data, and statistics to show why this project is necessary and who will be served);
  - c) Project Design (include process and who is involved);
  - d) Goals (broadly based statements of project purpose);
  - e) Objectives (specific desired outcomes of the project);
  - f) Methods (activities that will be conducted in order to achieve/implement objectives).

**B. Impact and Evaluation:**

1. How will you define and measure the success of your project? Why do you think the project will be successful?
2. If this is a recognized model or purchased program, have you seen it in practice elsewhere? How will you learn from their experiences?

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APPLICATION PAGE 3

### GRANT REQUEST INFORMATION

3. Explain how your project will contribute to Community Development by making the community a nurturing environment for families and individuals, and/or a good place to do business.
4. Describe how your project affects quality of life, encourages economic development, and/or helps reduce poverty.
5. Who are your partners in this project and what roles do they play?
6. Key Program Staff/Volunteers: Who will be working on this project? Please provide the names, titles/roles, and responsibilities.
7. How does your project build social capital (i.e. bringing people together who normally don't work together)?
8. What is the estimated unduplicated number of people to be served by this project?

#### C. Sustainability Plan:

1. List additional sources of support for this project in the chart below.

Other funding for proposed project	Potential or Committed	Amount

2. What are your plans for long-term funding and/or maintenance of the proposed project?
3. If your grant is not approved, what alternative plan will you follow?

#### D. ENDORSEMENT

We have carefully read the information provided for the Boone County Community Foundation (BCCF) Proposal Form. The Board of Directors has approved the submission of this proposal. If we receive a grant, we agree to use the funds as granted. We will allow BCCF to use information provided in this request for public information pieces and will mention BCCF's support in any publicity generated regarding the project. Please sign and date below to verify that the board of directors has approved the submission of this proposal.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director of Organization or School Principal

\_\_\_\_\_  
Date

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