

TO: Agencies and Organizations Requesting Funding
FROM: Shana Frey, County Administrator
SUBJECT: Funding Application Availability
DATE: September 1, 2020

Beginning September 1, 2020, the Barbour County Commission has launched a new process for submitting applications for funding. The application is accessible by visiting <https://barbourcountywv.org/county-commission/>

REQUIRED DOCUMENTATION

- Funding application
- Applicants must identify resources for matching funds within their application. Examples include: Fundraising planning, letters committing matching support.
- Certification of compliance regarding lobbying activities
- Resolution to be passed by your agency board members
- Narrative of Financial Status
PLEASE NOTE: Sufficient documentation/detail needs to be provided to allow the Commission to determine the financial status of your organization (Examples of relevant documents include but not limited to the following: Statement of Income and Expenditures, Balance Sheet, Recent Audit Report OR Financial Statement)
- List of officers, board members and their titles and contact information

DEADLINE

- Applications must be received on the 1st Monday of each month in order to be reviewed at the County Commission meeting held on the 3rd Friday of that month. You may be requested to attend.

Requests should be restricted to a **specific project- not for general operating purposes.** Funding decisions are made based on the quality and completeness of your application. Previous grant awards to your organization are not a guarantee of future funding. Funding request may not be awarded in its entirety. If you have any questions, please contact the County Commission Office at info@barbourcountywv.org or 304-457-0025.

First download and save the fillable PDF file to your computer. Submit your final application via one of the following methods:

Email: sfrey@barbourcountywv.org

Mail: 26N Main, Philippi, WV 26416 Attn: County Administrator

Hand Deliver: County Administrator Office

Grant Application Guidelines

1 APPLICATION DUE DATES

Applications must be received by the 1st Monday of each month to be reviewed within the current month.

Review Dates are subject to change.

2 ACCEPTANCE / REVIEW

An email will be sent accepting your application after verification of all required information is submitted. Please make sure the appropriate contact is listed for questions regarding your application. Please note that a representative may be requested to attend the County Commission meeting in which your application is being considered.

3 MATCHING FUND REQUIREMENTS

Applicants must identify resources for matching funds within their application. Examples include: Fundraising planning and letters committing matching support. Applications that fail to have matching funds will be rejected.

Project Information

Name of Project: _____

Project Narrative: *Include a description of the project, goals and objectives, benefits to the citizens of Barbour County.*

Why do you feel the Barbour County Commission should consider funding this project?

How many individuals are expected to benefit from your project?

If other organizations are collaborating on this project, provide the name(s) of organization(s) and a brief description of the collaboration. *If no Collaborations, enter "none"

Do you consider this project to be a continuing, long term project with future financial needs?

Yes

No

If yes, what is your future funding plans?

How many volunteers will contribute time to the project?

Anticipated date of project completion:

What are your expected outcomes from the project and how will they be measured?

What is the target Population for the project?

What geographic area of Barbour County will this project serve?

Project Budget

Amount of Funding requested: _____

Detailed Budget of the project (be specific):

Describe other funding sources (be specific):

Describe your match (this can be in-kind or monetary) *List in detail monetary matches. If your match includes in-kind, please include a letter from the individual / organization stating what will be provided and the dollar value)*

Does your organization have an annual audit?

_____ Yes

_____ No

If yes, please attach.

Is your organization designated by the IRS as a NON-PROFIT?

_____ Yes

_____ No

If yes, what date did you received IRS approval? _____

Please attach your IRS Determination Letter.

Date Application was Submitted: _____

Additional Documents and Comments

Please refer to the Cover Letter for Additional Documents required for Grant Submission.

Attach Your Income and Expenditures

Attach Your Financial Narrative

Attach the List of Officers

Additional Documents – Optional

INTERNAL USE ONLY

Date / Time Received: _____ Via: _____

Approved? _____ Denied? _____ Meeting Date: _____

Funding Amount Approved: _____

Approval Letter Emailed on: _____

Reason for Denial: _____

Denial Letter Emailed: _____

Resolution

The officers of the _____

met on _____ (MM/DD/YYYY) with a quorum present and passed the following

resolution:

BE IT RESOLVED that _____ is requesting

funding from Barbour County Commission in the amount of \$ _____ to be used for

_____ (project title)

We, _____, are submitting a completed

application and agree to comply with all requirements as set forth by the Barbour County

Commission.

Signature: _____

Date: _____

Statement Verifying Compliance for use of Funds

I/We hereby certify that any funds appropriated by the Barbour County Commission to

_____ will NOT be used directly or indirectly in connection with any candidate, political event or lobbying activities.

Electronic Signature: _____

Title: _____

Date: _____

Please review for completeness prior to submitting!