

Grant Request Form

for Raleigh County Community Grant Program

Beckley Area Foundation, Inc. makes discretionary grants to charitable organizations in the areas of education health and human services, the arts, public recreation and beautification; these grants are limited to the Beckley-Raleigh County area. The Foundation prefers to fund innovative and special projects that benefit as many residents as possible. It does not make grants to support budgets for an organization's operating costs.

Applications for aid are invited during the fall months leading up to a cutoff date of December 15 of each year. BAF's Distributions Committee carefully studies applications before making its recommendations to the Board of Directors for approval. Applicants will be advised as to decisions regarding each grant request in late February or March. Grant recipients are required to make follow-up reports to the Foundation.

In order for you application to be considered, submit a narrative limited to two pages describing the project. Attach a copy of this page as a cover sheet and include all information requested. Before submitting an application, please request and carefully review BAF's "priorities and policies" brochure pertaining to the annual grant program.

Applicant Organization _____ Amount Requested _____

Contact Person _____ Phone _____

Address _____

Fax _____ Email _____

Brief description of project _____

1. Description of the project (Include in narrative)

- A. The specific need you wish to address
- B. Its significance to the community and its particular benefit
- C. Its goal and objectives
- D. The names and qualifications of those persons who will executive the project
- E. The number of people the grant will impact

2. Budget

- A. Complete budget for the project
- B. How you propose to fund the project
- C. The amount you are requesting; maximum request from BAF is \$7,000 per organization
- D. The names of other funding sources to which you are applying for assistance
- E. No fewer than 3 price quotes from vendors for all services or durable goods to be purchased

3. Description of the applicant organization

- A. The name, address, phone and fax number of the contact person
- B. A list of your officers and board members and their contact information
- C. Unless the applicant is a public institution, a copy of the 501 (c) 3 determination letter from the IRS not WV Secretary of State letter or FEIN number)
- D. Your latest financial report or audit
- E. Descriptive brochures or promotional literature may be included
- F. If the applicant is a public school, written approval of the school's FACULTY SENATE must be included.

Grant requests may be mailed to Beckley Area Foundation, 129 Main Street, Suite 203, Beckley, WV 25801 or dropped off at the BAF office located in the United Bank building in uptown Beckley. Applications must be post marked or delivered by December 15. If you have any questions about the grant request process, contact us by phone at (304) 253-3806, fax at (304)253-7304, or e-mail at funds@beckleyareafoundation.com.