



NON-PROFIT

Grants Assistance Program APPLICATION FOR FUNDING

Please type or print clearly and complete all information. Additional pages may be used as necessary.

Name of event, project or program: _____

Date of event, project or program: _____

Applying Organization

Organization Name: _____

Address: _____

City/State/Zip: _____

Fed. Tax ID#: _____

Contact Person/Title: _____

Phone/Fax/Email: _____

Primary Source of Funds: _____

Amount Requested: _____ Total Project Costs: _____

Other Sources of Funds Supporting this Project: _____

Has this organization applied for or received a grant from the Beckley Raleigh County CVB in the past? If yes, please give details _____

Authorized Official's Signature

Name

Title

Date

See back for items needed to complete the grant application.

Required Grant Materials Checklist

- A completed application (front side of this document)
- Proof of non-profit status – if not yet established as a tax-exempt organization, please provide a copy of your application.
- A one-page Project Budget. See attached sample
- Complete media schedule including dates and issues of publications, size of ads and circulation numbers, size of radio or television ads (30, 60, 90 second) and the number of spots for radio or television stations they will run on. Also the number of impressions or click throughs for online advertisement.
- A narrative description – no more than five (5) pages to include:
 - Statement of Purpose – what is the purpose of your project and what community issue does it address?
 - Project Objective – describe the expected impact of your project. Specify activities and a timeline for implementation and completion.
 - Target Population – who will benefit from this project? Estimate the number of people to be served and the service they will receive.
 - Collaboration – Are you working with other agencies or organizations on this project? Please indicate which one(s) and describe how you are collaborating. Include letters of support.
 - Future Plans – Is this an ongoing project? If yes, please describe plans for sustainability.
 - Evaluation – Describe how you will assess and measure your project's success.
 - Background Information – Provide a brief overview of the organization's history and current operations.

All applications must be in the Beckley Raleigh County CVB office by **[DATE]**. Decisions will be made by **[DATE]**.

Please mail or deliver to:

Grant Assistance Program
1408 Harper Rd,
Beckley, WV 25802 304-252-2244
tori@visitwv.com

