



## **Tucker County Giving Circle Grant Application Directions**

The Tucker County Giving Circle is a newly formed organization with the goal of creating a network of support to address the needs of women and children of Tucker County. Working in partnership with the Tucker Community Foundation, we annually award grants to Tucker County not-for-profit organizations that align with our mission of increasing the life skills of the women and children. All grants are funded by the TCGC members and, as such, the amount of the grants will vary from year to year, depending on the number of members and the anticipated number of grant applications.

Below, please find the line-by-line directions for completing the TCGC Grant Application.

Prior to applying, please review the Eligibility Criteria for Application at the top of the application form. Each applicant must meet all three criteria in order to receive funds.

1. Date application is submitted.
2. Legal Name of Organization: name as it appears on tax records, licenses, or other legal documents.
3. Year founded: first year the organization provided services in Tucker County.
4. Current Annual Budget: total budget for the applicant's organization. Should your organization operate under a larger umbrella from Tucker County, this budget should reflect only the funds to which the Tucker County branch has access.
5. Contact Person and Title: person TCGC should contact, should questions arise regarding the grant application, and that person's organizational title.
6. Mailing Address: address where the organization receives mail
7. Phone: phone number that will allow TCGC to contact person named in Line 5.
8. Contact Person's email: email address of contact person listed in Line 5.
9. Project Name: Name or title given to the project for which the grant funds will be applied.
10. Description of Project: Provide all details which will assist TCGC to determine the viability and the applicability of the grant application in meeting the eligibility criteria. For example:
  - a. How will the project assist women and/or children develop life skills to become long-term contributors to the Tucker County Community?

- b. Specifically, what actions, materials, programs, supplies, etc. will be used to accomplish this goal?
  - c. Is this project part of a larger initiative? (for example, is this grant requesting funds for a swing set to be added to a current playground?)
  - d. Will the need for funds be ongoing? (for example: as a food bank, funding to purchase food will be a continuous effort.)
11. Amount requested: note the maximum amount allowed for this grant application.
12. Attach budget for the requested funds.
13. Attest that the grant application meets the eligibility criteria by indicating:
- a. The funds will only be used to support women and/or children of Tucker County: yes or no
  - b. Provide the approximate number of women and/or children it is anticipated the funds will support.
  - c. Provide the age range for the children to be served by these funds.
14. Would your organization be willing to accept partial funding? Should there not be enough funds to fully award the funds requested in your grant application, will you accept less? It is understood that anything less than full funding may prevent the applicant from meeting the goals of the project and, therefore, partial funding may not be helpful. Check yes or no.
15. Beginning and ending dates for project:
- a. What date do you expect to begin the project? Please assume funds will not be available until January 1, 2024.
  - b. When will the project be completed? It is recognized some projects will be ongoing and, therefore, will not have a completion date. In that case, by what date do you expect all grant funds to be expended?
  - c. Note: All funds must be expended by September 30, 2024.
- Has your organization received funds from the Tucker County Giving Circle before? If so, please list the dates the grant was awarded and the amount of the grant.
16. Confirmation of Eligibility/Tax Status and Anti-Terrorism Declaration: this document will appear as Page 2 of the Grant Application. As a requirement of the Federal Government, it must be completed and attached to the grant application.
17. Signature by person authorized to submit the application and date application is submitted.

Completed Tucker County Giving Circle grant application must be submitted by 3:00 p.m. October 27, 2023 and may be submitted in any of the following manner:

1. Submitted electronically via email to [grants@tuckerfoundation.net](mailto:grants@tuckerfoundation.net)
2. Mailed to the Tucker Community Foundation at TCF-Grants, P.O. Box 491, Parsons, WV 26287 (postmarked by October 27, 2023)
3. Delivered to the Tucker Community Foundation office by 3:00 p.m. on October 27, 2023. TCF is located on the second floor of the Tucker County Board of Education Annex, 100 Education Lane, Parsons, WV 26287.

If your grant application is approved, as a grantee, you will be expected to submit a final report by September 22, 2024, which includes:

1. An explanation of how the funds were spent, and
2. An explanation of how the project supported the TCGC mission of enhancing the life skills of the women and/or children of Tucker County.
3. Optional: Pictures for which permission has been obtained for dissemination.

Failure to submit this final report could jeopardize the approval of your future TCGC grant applications.

The Tucker County Giving Circle wishes you every success with your submission!



Tucker County Giving Circle in collaboration with Tucker Community Foundation

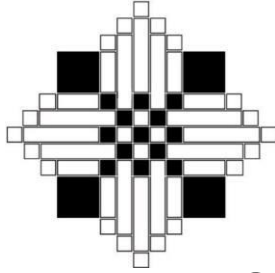
## Grant Application

Applications are due October 27, 2023 (postmark deadline). Award is expected to be made by December 31, 2023.

Eligibility Criteria for Application:

- ✓ Grant funds must be used to increase the life skills of women and/or children of Tucker County
- ✓ Organization must be a not-for-profit, as described in the Confirmation of Eligibility (see next page)
- ✓ Organization must be based in Tucker County

1. Date of Application: \_\_\_\_\_
2. Legal Name of Organization \_\_\_\_\_
3. Year Founded: \_\_\_\_\_
4. Current Annual Operating Budget: \_\_\_\_\_
5. Contact Person and Title: \_\_\_\_\_
6. Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
7. Phone: (\_\_\_\_) \_\_\_\_\_
8. Contact Person's Email: \_\_\_\_\_
9. Project Name: \_\_\_\_\_
10. Description of Grant: (attach separate page)
  
11. Amount Requested (maximum request is \$1,500): \_\_\_\_\_ (attach budget for requested funds)
  
12. 12a. Attest grant will serve women and/or children of Tucker County: Yes \_\_\_ No \_\_\_  
12b. Number of persons served by Project (approximate): Women \_\_\_ Children \_\_\_  
12c. Age range of children: From \_\_\_ To \_\_\_
14. Would your organization be willing to accept partial funding (no less than 50%) should full funding not be available? Yes \_\_\_ No \_\_\_
15. Beginning and ending dates for project: From \_\_\_\_\_ To \_\_\_\_\_
16. Has your organization received funds from the Tucker County Giving Circle grant before?  
Yes \_\_\_ No \_\_\_  
If yes, when and how much was awarded? \_\_\_\_\_
  
17. Applicant signature and date  
  
Signature \_\_\_\_\_ Date \_\_\_\_\_



# Tucker Community Foundation

2023 Grant Application (Due November 3, 2023)

## Confirmation of Tax Status And Anti-Terrorism Declaration

I certify, to the best of my knowledge, that:

- The 501(c)3 tax status of this Organization is still in effect (if your organization is not a 501(c)3 or a government entity, please explain your legal status in the application letter and tell how your activity is charitable);
- This Organization does not support or engage in any terrorist activity, and
- If a grant is awarded to this Organization, the proceeds of this grant will not be distributed to or used to benefit any organization or individual supporting or engaged in terrorism, or used for any other unlawful purpose.

Signature(s):

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Applicant Representative

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Date