Tucker Community Foundation
2024 Grant Application (Due September 27, 2024)

Please include one (1) original of all parts of this application.

A complete application should include the following four items: Cover Sheet and Tax Status Form, a Descriptive Narrative of the program and your organization, a Budget that provides for both the sources of funds for the program and the expenses of the program and any additional attachments.

Part 1. Grant Application Cover Sheet and Confirmation of Tax Status Form

The forms should be attached to this application, or they can be found online at Tuckerfoundation.net

**Part 2. A Descriptive Narrative of the program and your organization**

The narrative should include your organization's information, state the purpose of the grant and how the awarded funds will address this goal, and, if the application is for funding greater than $5,000, it should address how you plan to track and report how the funds are used. Avoid including the same information in different sections of the narrative. Be thorough yet strive for brevity. **More is not necessarily better!** Remember each reviewer will have a stack of applications to read and longevity in the application may make them miss relevant information.

The organizational information you provide should include your mission statement, a brief summary of your organization's history, a statement of your current programs and activities, highlights of your accomplishments, and a list of current project partners and other funders. If a problem exists that might detract from the credibility of your organization or project, address it briefly; do not avoid or dismiss it.

Provide an overview of your project, including the need addressed by the project and its impact on the community. Does this project provide a unique service? Describe the goals and overall impact of the project. If a similar program has been conducted by your organization or another, discuss its impact. Does it represent an expansion or duplication of services in your area? If it does not, define its potential to serve as a model program locally.

For grants requests exceeding $5,000 only: It is essential to design a tracking and reporting process at the outset as part of your application. You should start to collect data at the beginning of the project. A detailed final report will be required for every grantee receiving more than $5,000. The application should outline all components of the tracking and reporting process, including:
- **Measurable Outcomes** Describe the proposed project outcomes concerning long-range plans of the organization. What outcomes do you want to produce by the end of the first year, second year, etc.? If your program is continuing, what intended outcomes have been achieved thus far?
- **Tracking** What is your plan to document progress and results? How will you measure expected outcomes and the effectiveness of your activities? Who will do this work?
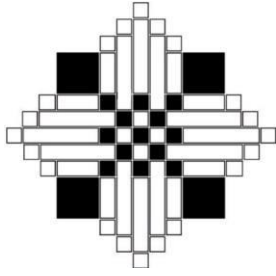
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Part 3. A Budget

An accurate, detailed budget for your proposed project(s) is a requirement. Your total amount should include the sources of funds for your project and your project's expected expenditures. As long as your budget is typewritten and contains the required information, you may submit it in a format convenient for you. The following are some sample sections:

Revenue (Sources of Funds)
Please put the requested amount of the grant in the first line. If the requested amount is different from the total cost of the project, itemize all confirmed and anticipated sources of revenue and provide a revenue total. List other sources of financial support both committed and pending.

Expenses (Expected Expenditures)
Itemize your expenses and provide a cost total. Include any additional items relevant to your particular program or project.

Narrative (if needed) This section should include:
o   An explanation of any unusual budget items
o   In-kind donations or matching funds, including volunteer hours to be leveraged

Final Expenditure Report
All applications that are supported are required to submit an expenditure report that includes receipts for expenses and note any differences from the proposed project budget (i.e., cost savings, cost overruns and how they were covered, etc.)

Part 4. Attachments

Please include the following information if available: Additional material confirming your tax status; Organizational structure including a list of officers and directors, including professional affiliations and a list of key staff members and qualifications; additional financial information like organization's current operational budget and your most recent audited financial statement if your grant request is $5,000 or more; organizational information like annual reports and/or strategic plans, if available; and, if you would like to include additional information about your organization, like a brochure, organization chart, support letters, etc., please limit the number of items.

**Email the Grant Application by 3 p.m. Friday, Sept. 27 to grants@tuckerfoundation.net
or mail to TCF-Grants, P.O. Box 491, Parsons, WV 26287**

Grant applications must be postmarked by Sept. 27, 2024. Or, deliver the Grant Application to the TCF Parsons Office before 3:00 p.m. Friday, Sept. 27, 2024. The TCF Parsons office is located on the 2nd floor of the Tucker County Board of Education Annex located at 100 Education Lane, Parsons, WV.
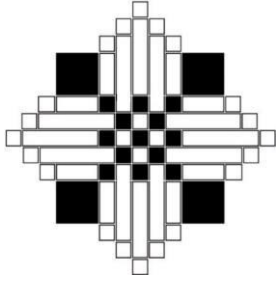
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Cover Sheet

Contact Person & Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (____)_____ Email: _____

_____

Legal Name of Organization: _____

Project Name: _____

Charitable Area Served by this Grant [please do not select more than three Categories and if you choose more than one, please rank them by placing a 1, 2, or 3 in front of the group; 1 Art, 2 Education, etc.]:

____ Animal Welfare   ____ Historic Preservation
____ Arts   ____ Libraries & Literacy Programs
____ Community & Economic Development ____ Parks & Recreation
____ Education   ____ Senior Citizens
____ Emergency Services   ____ Youth
____ Health
____ Other Charitable Purposes: Please describe _____

Amount Requested: _____ Total Project Cost: _____
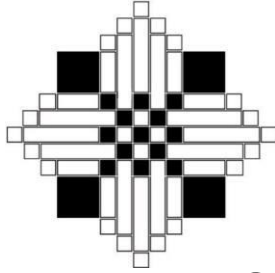Current Annual Operating Budget: _____
Beginning and Ending Dates of Project: _____
Geographic Area to be served: _____
Number of persons served by this project (approximate): _____
Has your organization received funds from a TCF grant before? _____
If yes, when and how much? _____

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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):

_____   _____

_____   _____
Applicant Representative   Date