



Guidelines for Grantseekers

This form is also found online at
www.pacfwv.com/Grants/GrantFAQS

Introduction

The Parkersburg Area Community Foundation and Regional Affiliates (PACF) works to meet the needs of the communities that it serves through its Community Action Grants Program, a competitive grant application process. The PACF serves ten West Virginia counties (Calhoun, Doddridge, Gilmer, Jackson, Mason, Pleasants, Ritchie, Roane, Wirt, and Wood) and Washington County, Ohio. The Foundation includes the Parkersburg Area Community Foundation, Inc. and its regional affiliate collection of funds: Doddridge County, Ritchie County, and Little Kanawha Area Community Foundations.

Who is Eligible for a Grant from the PACF?

To be eligible for a Community Action Grant, an applicant must be a private, nonprofit organization tax-exempt under section 501(c)(3) of the Internal Revenue Code or a public institution, such as a public school or government agency. *Requests from individuals are not accepted.* The programs the PACF considers for support must be located in the Foundation's 11- county service area or must directly benefit the residents in its service area. Priority is given to projects that serve communities where the PACF and its affiliates are the only community foundation in operation. Priority counties for Foundation support are: Calhoun, Doddridge, Gilmer, Ritchie, Roane, Wirt and Wood Counties in West Virginia. Grant applicants also must have completed their most recent grant-funded project in order to be eligible for another grant. Completion of the project means that the payment request and final report have been submitted.

What is the Average Grant from the PACF?

Organizations may request up to \$15,000. PACF's average grant is approximately \$5,000.

What are the PACF's Funding Priorities?

Community Action Grants are made in the fields of: Arts and Culture, Education, Health and Human Services, Recreation, Youth and Family Services, and Community and Economic Development. The Foundation focuses on: Capital and Equipment Projects, Program Development, Capacity Building, and Operating Support. Eligibility criteria differ based on the type of support requested, so please review the following descriptions carefully.

Priority is given to projects that:

- have significant impact on the people and communities served by the applicant organization;
- reach new audiences, expand existing programs or services, or respond to emerging needs;
- strengthen the organization's capacity to deliver its services and meet community needs;
- are well-planned and can reasonably be achieved;
- have a matching grant opportunity or seek a matching grant to leverage more funding;
- have limited access to other sources of support.

Capital and Equipment

Support the renovation or construction of facilities, purchase of major equipment, major repairs to facilities.

Program Development

Support the development of new services or programs designed to respond to unmet community needs and the expansion of existing programs to serve new audiences.

Capacity Building

Support projects that provide an organization with technical assistance and/or training to be able to more effectively meet their mission and/or provide services.

Operating Support

Support projects designed to: Increase financial stability (Type 1); Help a strong organization increase its capacity (Type 2).

For all operating support requests, the applicant must:

- Be a 501(c)(3) nonprofit organization (operating support is not available to governmental entities, schools (public or private), or entities that do not have 501(c)(3) status);
- Provide essential community services or offer programs that meet basic human needs;
- Have been in continuous operation for at least five years and have a proven track record;
- Have an overall sound financial history (at least prior to the present need);
- Be able to demonstrate strong management;
- Have previously received support from the Foundation.

Applicants seeking Type 1 operating support (to increase financial stability), must:

- Document increased demand for services, unexpected reduction in sources of ongoing operating support, or a specific current financial challenge for which a plan is in place to mitigate;
- Show evidence of completion of an internal process of cost-reduction and/or realistic revenue enhancement analysis focused on core service preservation prior to the request.
- Develop a realistic plan for financial stabilization.
- Show how the operating support grant will increase financial stability and/or help the organization make significant progress toward addressing its financial challenge.

Applicants seeking Type 2 operating support (to increase organizational capacity), must:

- Present a realistic plan for organizational growth, outlining how operating support is critical to the growth plan (to expand services, offer new programs, reach new audiences, etc.).
- Include a plan for the organization to have adequate funding at the completion of the grant.

Organizations may request renewal of an operating support grant for up to three years (total) of support. However, grants will be considered one year at a time and **renewal is not automatic**. The organization must submit a renewal application annually, outlining progress made toward goals. After an organization receives operating support for a three-year period, it may not request additional operating support for at least one year. The Foundation expects to award only a limited number of operating support grants each grant cycle.

Unique Funding Opportunities Available through the PACF

- **Doddridge County**
The PACF's regional affiliate collection of funds, Doddridge County Community Foundation, supports academic-related projects at Doddridge County schools through the Doddridge County Education Foundation Fund. Proposed projects must focus on student development, faculty development or facility development and improvement (support is not available for athletic programs or facilities through this fund). Schools apply for these grants using the PACF's Community Action Grants Program.
- **Ritchie County**
The PACF's regional affiliate collection of funds, Ritchie County Community Foundation, has funds available to support professional development or post-graduate studies (i.e. coursework beyond undergraduate studies) for Ritchie County educators, as identified by Ritchie County schools, and/or for

academic school improvement needs of Ritchie County schools. Schools apply for these grants using the PACF’s spring cycle Community Action Grants Program.

What does the PACF Typically Decline?

Generally, Community Action Grants will not be made for:

- annual campaigns; endowments;
- sectarian religious purposes;
- political purposes or lobbying activities;
- retiring existing obligations, debts or liabilities;
- student travel or student participation in meetings, seminars or study exchange programs.

Preparing the Grant Application

The Foundation’s application can be accessed by visiting: www.pacfwv.com/Grants/Apply.

To begin your application, create an account with a username and password. Make note of this user name and password, as you will need this in order to access your application again. You do not need to complete your application in one sitting. You may begin your application and then return to complete it at another time. Once you have completed your application, click the “submit” button at the end of the application. Please print a copy of your application for your records. You will receive an e-mail confirmation indicating that your application has been received. If you do not receive this e-mail confirmation, please contact the Foundation.

Grant Application Attachments

With your application, you must submit several attachments. Please upload these attachments to the online application. If you are unable to upload these attachments, you may send these via USPS, but they must be postmarked by the application deadline.

- List of officers and board members and their titles and contact information;
- Financial report for most recently completed fiscal year, showing income and expenses (preferably audited);
- For 501(c)(3) organizations, copy of most recent 990 tax return or 990-N postcard;
- Organization’s current annual operating budget, showing income and expenses.
- If you have not submitted an application to the Foundation previously, please upload or send a copy of your IRS 501(c)(3) tax-exempt designation letter (not required for government agencies/public schools).

Important Information for Grantseekers

Organizations may submit only one application per grant cycle. Organizations receiving a Community Action Grant in any grant cycle from an entity that is part of PACF are not eligible for funding in the immediate next cycle from that same entity but may be considered for support from other entities. When the Foundation declines to support an application, the applicant may call the Foundation to discuss their proposal and to inquire about reapplying. After an application is declined once, the organization may re-submit the application one time; if an application has been declined twice, then the organization may not submit another request for funding of the same project.

Grant Application Deadlines and Notifications

Grant Cycle	Application Available	Application Deadline (midnight on)	Notification of Grant Award/Decline
Spring Cycle	December 15	February 15	Late April
Fall Cycle	July 15	September 15	Late November

Once received, your application is reviewed by Foundation staff and committees. The Foundation may contact you to clarify your proposal or request a personal meeting to discuss your application. We appreciate your prompt response to any inquiries. Final decisions on all grants are made by the Foundation Board of Directors.



Grant Application Deadlines and Notifications

The Foundation makes some grants outside of its regular Community Action Grants Program cycles through a **Special and Urgent Needs (SUN) Grants** request. More information about this program can be found at: www.pacfwv.com/Grants/Apply.

Grant Management

Each grant cycle, the Foundation hosts a grant award program to publicly announce its grants. The program provides an opportunity to thank Foundation donors for their support, which makes the grant awards possible. Attendance at the grant award program is mandatory for all grantees. Failure to attend the grant award program will result in forfeiture of the grant.

Grantees must sign and return a grant “Terms and Conditions” form to accept their grant. Grantees have up to 12 months to complete their grant-funded project. The Foundation pays its grants as reimbursement to expenses incurred. Grantees must implement their project and then submit to the Foundation receipts or invoices that document project expenditures, along with a grant payment form, in order to receive payment of their grant. Grantees may request an extension if they are unable to complete their grant project within 12 months. An online final report must be filed within 12 months of receiving the grant. As noted previously, a grantee is not eligible to apply again until their prior grant has been completed (payment form and final report submitted).

Questions about Grants at the PACF

For additional question regarding the Foundation’s Grants Program please contact:

Marian Clowes

Senior Program Officer

Marian.Clowes@pacfwv.com

Parkersburg Area Community Foundation & Regional Affiliates

PO Box 1762 | 1620 Park Ave. | Parkersburg, WV 26102-1762

p: 304.428.4438 | f: 304.606.3030