

**CLARKSBURG HARRISON CULTURAL FOUNDATION,
INC.
PO Box 2252, Clarksburg, West Virginia 26302-2252**

To Whom It May Concern:

The Clarksburg Harrison Cultural Foundation, Inc., is accepting applications for grant requests from deserving agencies. If your agency is interested in submitting a grant proposal, please return the enclosed request for grant approval to the above address. *Note: Monies received must be used in calendar year applied for.*

All grant information must be received no later than November 30.

The Clarksburg Harrison Cultural Foundation will notify the recipients by December 31.

All recipients will be requested to attend the annual meeting of the Foundation in February for grant disbursement. Information about that meeting will be provided at a later date.

The Harrison County Commission has funded us with monies for non-profit organizations.

For further information, please contact Penny Neeley, Grants Chairman, pendletonq@aol.com
Please include your email and website addresses on all correspondence.

Sincerely,

Penny Neeley, Grants Chair

**CLARKSBURG HARRISON CULTURAL FOUNDATION,
INC.**

PO Box 2252, Clarksburg, West Virginia 26302-2252

Request For Grant Proposal

The Clarksburg Harrison Cultural Foundation is offering grants up to \$1000 to initiate or further a worthwhile project that encourages cultural awareness among Harrison County residents and/or supports arts organizations in the area.

Objectives of the Grant:

- To promote the study of art and music
- To preserve cultural resources
- To further appreciation of the arts

Suggested Projects/Activities

- Improve public grounds with artwork
- Produce a theatrical or musical work
- Student internships
- Public exhibit by local artists
- Maintain historic properties
- Plan an arts appreciation program
- Go on a field trip to a museum
- Let students produce a slide or video program on an arts subject

Requirements:

All recipients will attend the annual meeting of the Foundation in February. The project/activity must be accomplished by December 31. We request that you distribute our CHCF brochures at your event.

Applications must be postmarked by November 30

Successful recipients will be notified by December 31

Mail original and 2 copies of the application to:
Penny Neeley, Grants Chairman
Clarksburg-Harrison Cultural Foundation
PO Box 2252
Clarksburg, West Virginia 26302-2252

Funds shall be awarded to one or more applicants whose projects are selected by the Clarksburg-Harrison Cultural Foundation from among all applications received.

Monies distributed that are received by the Harrison County Commission may only be used in support of an IRS designated 501-C3 non-profit organization.

Questions: Contact: pendletonq@aol.com

CLARKSBURG HARRISON CULTURAL FOUNDATION, INC.

GRANT APPLICATION CHECKLIST

To avoid delays, please check the following before mailing the final application:

___ Is the summary information page signed by the project director and/or the president?

___ Have you checked budget figures?

___ Have you included the completed W-9 form? Form can be downloaded at:
<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

___ Do you have the original and 2 copies of the entire grant proposal to submit?

___ Did you include your email, mailing address and website info?

Note: All applications must be postmarked on or before the deadline.

CLARKSBURG HARRISON CULTURAL FOUNDATION, INC.

Summary Information

Project Title:

Name, Address, Telephone Number of Project Director, email address

Name, Address, Telephone Number of Sponsoring Organization, website address

Primary Objective

To promote the study of art and music

To preserve cultural resources

To further appreciation of the arts

How will you meet that objective?

List Activities and Completion Dates:

Location(s) of project:

Funds Requested

Outright Grant Funds:

In kind Contributions:

Signatures: I, the undersigned, have read the attached application and certify that all information is correct to the best of my knowledge. By signing and submitting this application, the project director and/or president of the sponsoring organization agree to perform the activities presented, if the application is funded.

Project Director

Organization President

CLARKSBURG HARRISON CULTURAL FOUNDATION, INC.

PROJECT NARRATIVE

Please respond to the following questions or requests for information in the order they appear. Number each and retype the sentences. If the question does not pertain, then indicate with "not applicable". Responses in the section should be brief.

1. In 150 words or less, provide a summary of the project.
2. Describe the central theme of the project as well as the specific topics or issues you will explore. Also, explain why there is a need for this kind of project and how it will meet the need.
3. Describe in as specific detail as possible, the project goals and activities. Outline the goals, timetable, and schedule. Include as much detail as is necessary to give board members a thorough picture of what you intend to do as well as when and how you plan to conduct/implement the project.
4. List and describe the backgrounds of the key project leaders.
5. List board members of sponsoring organization and note tax status: tax exempt, private organization, or non-incorporated.
6. Describe any community members to be involved in the project or any special audiences you plan to reach.
7. Explain any publicity plan and note that the Grantor will publicize the project.
8. Explain how you plan to evaluate the project.
9. Describe any materials that will be produced by the project and how they will be used, both during the project period and in the future.
10. Provide whatever additional information you think is pertinent to this application.

Budget

Realistically estimate how much money is needed, with the applicant supplying as many resources as possible as part of in-kind donations. The actual grant request should be for funds that are absolutely essential for the project, money simply unavailable from internal or contributed resources. Sponsors should also remember that grants are awarded competitively, and as competition for limited funds increases, applications that are over budgeted are less likely to receive support.

1. Present your grant request and in-kind contributions, such as copying, if any.
2. Show your calculations used for determining the items. You may include explanatory notes justifying individual expenditures, but simple calculations will be considered adequate.
3. Include a completed W-9 form. Form can be downloaded at:
<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

Thank you for your efforts to increase cultural activities in Harrison County.