



To Whom It May Concern:

The Cultural Foundation of Harrison County is now accepting applications for its Community Arts Grants for 2023.

All organizations wishing to submit a proposal must return your project summary, project narrative, and a detailed project budget to P.O. Box 2252, Clarksburg, WV 26302-2252 by November 30, 2022. The Cultural Foundation of Harrison County will notify the recipients no later than January 16, 2023. Those receiving grant awards will be requested to attend our annual meeting on January 22, 2023 to collect their disbursement. The time and location of the annual meeting will be announced at a later date.

For further information or questions, please contact Julia Todd, Chairperson, at jtodd@clarksburglibrary.org.

Sincerely,

Julia Todd
Grants Chairperson

The Cultural Foundation
of Harrison County
P.O. Box 2252
Clarksburg, WV 26302-2252
TheCulturalFoundation.org

P.O. Box 2252, Clarksburg, WV 26302-2252



COMMUNITY ARTS GRANT REQUEST FOR PROPOSALS

The Cultural Foundation of Harrison County is offering Community Arts Grants up to \$1,000 to initiate or further a worthwhile project that encourages cultural awareness among Harrison County residents and/or supports arts or cultural organizations in the area.

Grant Objectives

- ❖ To promote the study of art, music, or culture
- ❖ To preserve cultural resources
- ❖ To further the appreciation of the arts

Suggested Projects/Activities

- ❖ Public artwork for community beautification
- ❖ Produce a theatrical or musical work
- ❖ Student internships
- ❖ Public exhibitions
- ❖ Maintain historic properties and artifacts
- ❖ Plan an arts appreciation program
- ❖ Field trip to a museum
- ❖ Student-produced presentation or documentary on an arts or culture subject

Requirements

- ❖ Any organization submitting a proposal must use the current project summary, project narrative, and itemized budget forms.
- ❖ The proposed project/activity must be accomplished by December 31, 2023.
- ❖ One organization or entity may submit multiple projects. However, that one organization's total requested funds must not exceed the grant's maximum allowance.
Public and private school programs are exempt from this requirement.
- ❖ All recipients will attend the Cultural Foundation's annual meeting in late January or February.
- ❖ We request that you distribute Cultural Foundation brochures at your event and acknowledge the Cultural Foundation in any advertising or press materials for the project.
- ❖ Those organizations receiving a grant award will be required to submit a final report and photographs no later than 60 days after the project's completion.
- ❖ Applications must be postmarked by November 30, 2022.



Mail the original and two copies of your application to:

**Julia Todd, Grants Chairperson
Cultural Foundation of Harrison County
P.O. Box 2252
Clarksburg, WV 26302-2252**

Recipients of grant awards will be notified by January 16, 2023. Funds shall be awarded to one or more applicants whose projects are selected by the Cultural Foundation of Harrison County from among all applications received.



COMMUNITY ARTS GRANT APPLICATION CHECKLIST

To avoid delays or the rejection of your application, please check the following before mailing your final application:

___ Is your project summary page complete and signed by the project director and/or organization president?

___ Have you included a list of board members for the sponsoring organization?

___ Have you checked and attached your project's itemized budget?

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

___ Have you included the original application and 2 copies of your entire grant proposal?

****All applications must be postmarked on or before November 30, 2022****



COMMUNITY ARTS GRANT SUMMARY INFORMATION

Project Title:

Name, Address, Phone Number, & Email of Project Director:

Name, Address, Email, & Website of Sponsoring Organization:

Primary Objective:

To promote the study of art, music, or culture

To preserve cultural resources

To further appreciation of the arts

List Activities and Completion Dates:

Location(s) of Project:

Funds Requested: _____

In Kind Contributions: _____

Additional Funding Sources for Project: _____

Signatures: I, the undersigned, have read the attachment 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



COMMUNITY ARTS GRANT PROJECT NARRATIVE

Please respond to the following questions in the order they appear. Number each and retype the sentences. If the questions do not pertain, then indicate with “not applicable” for your response. Please keep your responses brief.

1. In 200 words or less, explain the project, its theme, and what you intend for it to accomplish?
2. Why is there a need for this kind of project, and how will it meet that need?
3. Describe, in as much detail as possible, the timetable or schedule for the project.
4. List and give the backgrounds of the key project leaders.
5. Is the sponsoring organization tax-exempt, private organization, non-incorporated, or school affiliated?
6. How do you plan to publicize the project?
7. How will you evaluate the effectiveness of your project?
8. Will there be any materials produced by project? If yes, how will they be used during the project period and in the future?
9. Provide whatever additional information you think is pertinent to this application.

Budget

Realistically estimate how much money is needed to execute the project. The actual grant request should be for funds that are essential for the project. Sponsoring organizations 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 any in-kind contributions and/or additional funding sources.
2. Show your calculations used for determining the items in a spreadsheet or simple table. You may include explanatory notes justifying individual expenditures. But, simple calculations are adequate.
3. If the requested grant funds are a portion of a larger project budget, please explain specifically what the grant funds will be used for within that larger budget.
4. Include a completed W-9 form. The form can be downloaded from <http://www.irs.gov/pub/irs-pdf/w9.pdf>