



## **Funding Guide & Application**

2023 Fall Grant Cycle  
Request for Funds  
Up to \$15,000

### **Important Dates**

Application Opens:	September 5, 2023
Application Closes:	October 13, 2023
Grants Awards:	December 4, 2023

General grant cycle for all requests above \$15,000 will open  
February 1, 2024

Inquiries / Questions:  
Snowshoe Foundation, Inc.  
304.572.8500  
[info@snowshoefoundation.org](mailto:info@snowshoefoundation.org)

## **Guidelines & Eligibility**

The minimum amount that can be requested is \$250, maximum amount is \$15,000

Applications must be **RECEIVED** no later than midnight, October 13, 2023.

Applications received after due date will be **rejected** automatically.

Please attach:

1. A copy of the most recent Audited Financial Statement. If there is not an Audited Financial Statement, please explain and attach a copy of the most recent 990. Please note, if you have the 990 postcard, attach a copy of the postcard and a completed Fiscal Year Financial Statement.
2. A list of the names, titles, and city or town of residence for the board of directors, chief executive officer, and any other key personnel or volunteers involved in the project.

**IF AN APPLICATION IS MISSING ANY REQUESTED INFORMATION, THE APPLICATION WILL AUTOMATICALLY BE DENIED.**

Evaluation Criteria:

- Organization must have a 501 status or be school related
- Application is fully complete and legible
- The purpose of the project is explained and falls within the scope and priorities set forth for the Snowshoe Foundation.
- The goals and objectives are clear with measurable outcomes.
- The budget is adequate to support the project and sufficient justification is given for the amount requested.

Preference in funding will be given to projects that:

- Benefit our service area community (Pocahontas, Randolph, Webster counties)
- Are innovative and progressive
- Demonstrate an integrated and collaborative approach, avoiding duplication
- Demonstrate community support for the project, particularly from any partners
- Identify other financial or in-kind contributions
- Build and strengthen community capacity
- Are good prospects for successful implementation
- Show volunteer and community involvement with the project

Funding exclusions:

- Projects which produce a private benefit to a specific business or person(s)
- Retrospective funding (i.e. for costs already incurred before approval of funding is given)
- Ongoing operational costs
- Conferences, forums, or workshops
- Loans
- Salaries or compensations
- Dependency on recurrent funding from the Snowshoe Foundation

## Organization Information

Name of Organization: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

EFIN#: \_\_\_\_\_

Website: \_\_\_\_\_

Have you ever been funded by the Snowshoe Foundation? Yes\* \_\_\_\_\_ No \_\_\_\_\_

How much did you received from the Snowshoe Foundation? \$ \_\_\_\_\_

\*If Yes, briefly describe the project:

Were the requested funds expended in full? Yes \_\_\_\_\_ No \_\_\_\_\_

Was a Final Report completed and submitted to the Snowshoe Foundation? Yes \_\_\_\_\_ No \_\_\_\_\_

## History of Organization:

Note: If you are a School (or school related) applying for a grant – please skip questions 1 – 3

1. Provide a brief narrative of the organization to include:
  - a. Mission & Purpose
  - b. Year organization started
  - c. Services provided
  - d. Geographic area served
  
  
  
  
  
  
  
  
  
  
2. Describe the revenues your organization receives from all sources and indicate how it is used to support your program or need:
  
  
  
  
  
  
  
  
  
  
3. Organization’s current annual operating budget: \$\_\_\_\_\_
  
  
  
  
  
  
  
  
  
  
4. Have you applied for funding from other sources for this same project? If so, how much funding was requested and when will you know if funding was approved? (Please keep us updated as you are informed)

## Project Information

Name of Project: \_\_\_\_\_

Amount Being Requested: \$ \_\_\_\_\_

Time Frame for Project: \_\_\_\_\_

Project Focus:     Health                     Human Services     Education/Arts  
                          Recreation             Culture                 Environment

1. Please provide an outline of the goals and objectives for this project:

2. Provide a complete detailed project budget that lists all expenses and each source of income, to include the amount requested from the Snowshoe Foundation.
  - a. Examples of expenses: Equipment, Materials, Personnel, Consultants, etc...  
(note: the Snowshoe Foundation does not fund salaries, compensation, ongoing costs)
  - b. Examples of income: In kind support, Snowshoe Foundation, Individual Contributions, Business Sponsorships, Other Funding

INCOME (provide a details):

In-Kind  
Donations  
Business Sponsorships  
Fundraising  
Grants  
Total:

EXPENSES (provide details):

Materials  
Equipment  
Personnel  
Consultants  
Other  
Total:

3. Sustainability Plan: Describe how the project will be financially and organizationally sustained at the end of the grant.

4. What would it mean to you or your organization if funding is not/or only partially provided by the Snowshoe Foundation? What other options would you pursue?

5. Please describe how you have partnered with the Snowshoe Foundation (Have you volunteered for an event, sold Treasure on the Mountain Raffle tickets, etc.)?

Please complete applications online at [www.snowshoefoundation.org](http://www.snowshoefoundation.org)

If you cannot access the online application, you may complete a paper application and submit it to the Foundation as follows...

Via email (scan all documents together):

[Info@snowshoefoundation.org](mailto:Info@snowshoefoundation.org)

Or hard copy:

**Mail or Deliver ONE UNBOUND application to:**

Snowshoe Foundation  
Attn: Grants  
10 Snowshoe Drive  
Snowshoe, WV 26209

**Regardless of delivery method, applications must be received at the Foundation by the due date in order to be considered for funding.**

**For questions or further information contact:**

Snowshoe Foundation, Inc.  
304.572.8500  
[info@snowshoefoundation.org](mailto:info@snowshoefoundation.org)