



CANAAN VALLEY INSTITUTE GRANT PROGRAM

Thank you for your interest in the Canaan Valley Institute (CVI) Grant Program. Our mission is to empower people in the Mid-Atlantic Highlands with the skills and information they need to make decisions that contribute to the sustainability of their communities' economic and natural resources.

GUIDELINES

In order to receive funding (1) a CVI staff person must be assigned to your organization; (2) your project should be managed by a local sponsor and include partners, such as non profit groups, businesses, government, and community organizations; (3) your project must be non-advocacy; and (4) funds must be received by a legal entity. (If your group is not incorporated or does not have 501(c)(3) status, contact your assigned CVI staff person for options.)

To apply for a grant, follow these steps, in this order. If you already have an assigned CVI staff person, request a grant application and skip to number 5.

1. Contact CVI to discuss your organization's needs. A group profile form and a grant application will be sent to you.
2. Fill out and return the **group profile form** and hold onto the grant application.
3. Wait until your assigned CVI staff member contacts you to set up a meeting.
4. Meet with your assigned staff member to discuss your organization's history and project idea. This person will answer your questions about the grant application.
5. Complete the grant application and submit it to your assigned staff member for review.
6. With your staff member's approval, submit **an electronic copy of the grant application and a hard copy of the grant application, as well as attachments**, to the CVI office in your state.

ELIGIBILITY

- CVI will only consider applications from groups that have been working directly with CVI. The funding that CVI provides is a tool to help groups reach their watershed goals.
- 501 (c) 3 non-advocacy organizations or other approved entities that are permitted to receive funds as determined by the Internal Revenue Service acting as a pass-through agent for the applicant.
- Organizations in CVI's service areas that assist their watershed community to define their environmental assets and issues and aid in the development of solutions for solving environmental problems.
- Organizations that do not have an open grant or have had numerous grants with CVI.
- Priority will be given to organizations with less than \$25,000 unrestricted funding.

PROJECT CRITERIA

Canaan Valley Institute seeks to support local stakeholder organizations committed to restoring and protecting water and aquatic habitat. CVI encourages groups to submit projects that can show quantifiable/measurable outcomes. Priority will be given to projects that address rural wastewater treatment and stream restoration.

QUESTIONS?

If you have any questions regarding this application contact CVI at (800) 922-3601 or (304) 463-4739.

APPLICATION INSTRUCTIONS

Applications must use the format and space provided, unless specifically stated. All of the information requested must be supplied in order for the application to be considered for review. Please use the Application Checklist, which provides additional information about each section of the application.

APPLICATION CHECKLIST

| Check Box | Section | Item | Description |
|-----------|---------|-------------------------------------|--|
| | A | Organization Information | This section provides information about your organization. If your organization is using a *Pass-through Agent, you must provide the Pass-through Agent's Federal Tax ID Number. <i>*The Pass-through Agent is the tax-exempt organization who will be responsible for receiving and holding the funds that will be used by your organization.</i> |
| | B | Problem Definition | This section answers the question "What issue is your organization/community facing?" |
| | C | Project Summary | This section answers the questions "How are you going to address the problem?" and "What is your plan to help solve the problem?" Describe your project as directly and concisely as possible. |
| | D | Project Objectives | This section answers the following questions: "What is the primary goal of the project?" and "What projected accomplishments or activities will result from this project?" |
| | E | Project Details | This section provides information about the planned schedule for completing the project within the 12-month contract period. |
| | F | Quality Assurance & Quality Control | This section must be completed in full if your project includes the collection or manipulation of data. Otherwise, answer "No" to questions F-1 and F-2. |
| | G | Budget Description | This section provides specific information regarding budget expenditures. Include any additional pages such as letters from providers regarding fees and documentation of costs for line items. (Although a cash/in-kind match is not required, preference may be given to applicants with local contributions to the project.) |
| | H | Previous Funding | A list of all grants that your organization has received in the last 12 months. Include grant sources and amounts awarded. |
| | I | List of Officers | A list of the organization's officers and/or board members and their addresses. |
| | J | Attachments | These attachments must be submitted with your application in order for your request to be considered. <ol style="list-style-type: none"> 1. Annual financial statements for your organization <ul style="list-style-type: none"> ▪ An income statement for the previous fiscal year ▪ A balance sheet statement for the previous fiscal year 2. IRS 501 (c)(3) Determination Letter 3. If your group is using a Pass-through agent, you must also attach a copy of the Pass-through agent's most recent annual financial statements and a copy of their tax-exempt determination letter. |

DEADLINES

Deadlines for 2007 submissions:

- 1st Quarter—January 12
- 2nd Quarter—March 16
- 3rd Quarter—June 15

Applications submitted after the application due date or incomplete applications cannot be considered until the next grant round. If the deadline date falls on a Saturday or Sunday, applications must be received by the following Monday.



CVI GRANT APPLICATION

FOR OFFICE USE

GRANT PERIOD

A. Organization Information

CVI Contact Person:

Organization Name:

Federal Tax ID Number:

1. Provide the following Organization Contact Information for all grant-related correspondence:

| | | | |
|----------|----------------|-----------|--------|
| Name: | Day Phone: | | |
| Title: | Evening Phone: | | |
| Address: | Fax Number: | | |
| City: | State: | Zip Code: | Email: |
| County: | | | |

2. Provide the following Pass-through Agent Information (if applicable):

| | | | |
|------------------------------------|------------------------|--------|-----------|
| Pass-through Organization Name: | Federal Tax ID Number: | | |
| Pass-through Representative Title: | Address: | | |
| Phone: | Email: | State: | Zip Code: |

3. How many members belong to your organization?

4. Is your organization incorporated?

5. Provide a mission statement for the organization.

6. Provide a one sentence description of the proposed project.

7. What geographic area will the project affect?

Organization Information (continued)

- 8. Describe the diversity of the group to show broad representation of the people in the community, persons from industry, environmental groups, agriculture, local government, tourism, recreation, local landowners, etc.**

B. Problem Definition

Clearly define the problem in 3-5 sentences.

C. Project Summary

Describe the proposed project.

D. Project Objectives

1. State the purpose/goal of the project.

2. Describe the specific, measurable outcomes that you expect to achieve with this project?

E. Project Details

1. Provide the timeline and major milestones for this project (not to exceed 12 months).

Project Details (continued)

2. List any partners that have been identified for this project.

F. Quality Assurance/Quality Control

1. Will you be generating or manipulating data during this project? YES or NO _____

If yes, please answer questions A and B.

A. Who will be the primary users of the data?

B. How will this data be used?

2. Will CVI funds be used to generate or manipulate data? YES or NO _____

G. Project Budget - Instructions

Please follow these guidelines for reporting your project budget. (If the space is not adequate, please attach a separate sheet of paper.)

- All expenses should be placed into the categories provided.
- Please include a brief justification for each line in your budget, as in the following example:
 - *Intern:* provides administrative assistance and project oversight, 100 hours @ \$9/hr.
 - *Brochures:* 250 brochures @ \$.50 each.
- Travel – Must be project-related. Provide a brief explanation.
- Professional Services – Give a brief description of each service being contracted.
- Equipment and Supplies – In these categories, please list each kind of item, how many and at what cost.

If you document your budget on a separate sheet of paper, you must use the same format as the Project Budget provided on the next page.

G. Project Budget

| LINE ITEM | DESCRIPTIONS/DETAILS | CVI GRANT FUNDS | LOCAL CONTRIBUTIONS | |
|---|----------------------|-----------------|---------------------|-----------|
| | | | (CASH) | (IN-KIND) |
| Training | | | | |
| Professional Services | | | | |
| Travel | | | | |
| Equipment <i>*Specification Required*</i> | | | | |
| Supplies/ Materials | | | | |
| Printing/ Publications | | | | |
| Administrative | | | | |
| Meeting Space Rental | | | | |
| Other | | | | |
| TOTALS | | | | |

H. Previous Funding

Provide a list of all grants the applicant has received during the last 12 months. Include grant sources and amounts awarded.

I. List of Officers

Provide a list of the organization's officers and/or board members and their addresses.

J. Attachments

Please attach the following documents to the grant application. These attachments must be submitted with your application in order for your request to be considered.

1. **Annual Financial Statements for your organization** - A copy of the applicant's most recent annual financial statements which must include both of the following documents:
 - An income statement for the previous fiscal year.
 - A balance sheet statement for the previous fiscal year.
2. **Tax-Exempt Determination Letter** – A copy of the IRS 501 (c)(3) Determination Letter. *If your group does not have a 501(c)(3) status, you must use a Pass-through Agent.*
3. **If your organization is using a Pass-through Agent**, you must also attach all of the following documents:
 - A copy of the Pass-through Agent's income statement for the previous fiscal year.
 - A copy of the Pass-through Agent's balance sheet statement for the previous fiscal year.
 - A copy of the Pass-through Agent's tax-exempt determination letter.