



***Summersville***

***City of Summersville, WV***

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**2025-2026**

**City Council**

**Special Appropriation Grant**

**Funding**

**Application**

**Special Appropriation Grant  
Funding Application 2025-2026**

Organization Applying for Assistance:

Mailing Address:

Physical Address:

Contact Person:

Position:

Phone:

Fax:

Email address:

Alternate Contact:

A representative will come to a council meeting to give a summary of the project:

Please Circle: **Yes**   **No**   **You will be notified when dates are determined**

Project Title (if applicable):

Project Start Date:

Project End Date:

Project Location:

**Part A:**

**ABOUT YOUR PROJECT (Organization)**

A1 Please describe your project in detail and include who will be involved, where the project will take place, evidence of need, project milestones and target dates for achieving the project.

A2 How much money is being requested?

A3 What are your specific objectives for undertaking this project?

A4 How will the project benefit the City of Summersville, the community, and your target group (youth, aged, arts, etc.)?

A5 How will the success of the project be evaluated by your organization?

A6 In what way and through what documentation will Council's support be acknowledged?

A7 Estimate the number of individuals to benefit directly from your project.

**PART B: PROJECT BUDGET**

B1 Provide a projected budget for the specific project for which your organization is seeking funding (include other project sources of funding). Also, attach a copy of your organization's operating budget for the current fiscal year.

A large, empty rectangular box with a black border, intended for a detailed response to the question above.

B2 Who will administer the funds (include name, address, and title or relationship to organization)?

A smaller, empty rectangular box with a black border, intended for a response to question B2.

**PART C                      SUPPORTING DOCUMENTATION**

**Please attach the following to your application:**

1. A copy of your organization's most recent financial statements for the last two fiscal years showing income and expenditure, including funding from all sources.
2. As verification of tax exemption, nonprofit organization applicants must submit with their application a copy of their Internal Revenue Service letter granting 501(c) (3) federal tax-exempt status.
3. Current list of Board Members and Officers in the organization.
4. Resolution from organization showing authorization to apply for funding.

Submit completed funding application no later than February 28, 2025 to the following:

**City of Summersville**  
**Grant Request**  
**P.O. Box 525**  
**400 North Broad Street**  
**Summersville, WV 26651**

### **GRANT GUIDELINES**

Summersville City Council support should not be considered the primary source of funding for any organization or project. The City Council expects applicants to seek other funding sources as well. Special Appropriation Grants can only support organizations/projects which take place within Summersville city limits (or close proximity thereto).

This grants program is highly competitive. An award for one year does not guarantee an award for the following year; an updated application must be submitted each year.

The award of these grants is made at the sole discretion of the Summersville City Council and the decision of the Council is final. If major changes occur from the original application (i.e., scope, budget, or schedule), notification of such must be submitted in writing and approved by the Council to continue funding.

A representative from your organization is encouraged to come to a council meeting to give a short (5 minute) summary of your project and answer any questions council may have regarding your request. The council meetings are the second and fourth Mondays of each month. You will be contacted with a date when determined.

Council requires that a final report be submitted within approximately 30 days of the completion of your project or by July 30, 2026, whichever is sooner. This report must include a statement of actual expenditures including copies of invoices/receipts and the total must meet or exceed the amount of the Grant Award.

### **Review Criteria**

The following criteria are considered during the review and approval process for all applications:

- ❑ Ability to administer and implement the project, including the development of a realistic budget.
- ❑ Constituency and number of people served through this project.
- ❑ Sound organizational planning and fiscal management
- ❑ Community impact as evidenced by community support, types of programs and services offered.
- ❑ Demonstrated need for support.
- ❑ Completeness and clarity of application