

**LEWIS COUNTY COMMISSION  
MINI GRANT  
APPLICATION CRITERIA**

The Lewis County Commission allocates funds each year to assist events/organizations in Lewis County. Due to a large number of applications for funding, the Commission deems it necessary to develop criteria for funding. The following is a list of considerations for funding. This is not inclusive and the Lewis County Commission reserves the right for any final decision on an application.

- The project must directly benefit the citizens of Lewis County
- The project does not qualify for assistance from any other agency within the county
- Funds will not exceed \$1,000.00 per application
- Each applicant will qualify for funding one (1) time per fiscal year
- Applicants can only be awarded funding for two (2) consecutive years
- All applicants must be a 501C and copy of IRS determination must be submitted with application
- A complete budget for the fiscal year proceeding the funding request must be submitted with the application (this should include all revenue and expenditures and a beginning and ending balance for the applicant organization)
- Priority will be given to projects that have maximum impact on the population of Lewis County: youth services, adult services, and/or those services that are unique for the County. The promotion of tourism will not be considered priority.
- Any entity award a mini grant that does not furnish a completion report within the specified time will be ineligible for any future funding.

EFFECTIVE: 08/13/12  
Lewis County Commission

**LEWIS COUNTY COMMISSION**  
**MINI-GRANT APPLICATION AND REPORT FORMS**

***\*NOTE: This is an application...no grant funds should be expended prior to Commission Approval of this grant. All applications must be presented to the Commission Office by Wednesday at 10am in order to be placed on the Commission agenda for the following week.***

Thank you for considering the Lewis County Commission Mini-Grant as a funding source for your project. The West Virginia State Auditor's Office has mandated that the Lewis County Commission track all money granted by the Lewis County Commission to any entity, and has suggested the tracking procedure. The attached application and report forms are necessary to fulfill this requirement. If extra space is required to answer any question, please feel free to attach any additional sheets as needed. Each organization requesting mini-grant funds must **adopt a resolution and must be filed with this application.** A sample is included in this packet.

**Application Checklist**

1. Have questions 1 through 13 on the application form been completed? \_\_\_\_\_
2. Has the completed, signed resolution been attached to this form? \_\_\_\_\_

It is recommended that at least one person who is familiar with the project and request for this funding appear before the Lewis County Commission with the completed application. The Commission meets every Monday at 10am, exceptions are holidays or out of town meetings. Appointments must be made no later than 9am on the Wednesday prior to each Commission meeting.

To schedule an appointment, or if you have any questions concerning the application, please contact the Lewis County Commission Office at 304-269-8200.

Complete and timely reporting of this Mini-Grant is a **MUST**. Future funding opportunities may be jeopardized for failure to comply with reporting requirements.

**Lewis County Commission Mini-Grant Application**

Entity or group requesting aid: \_\_\_\_\_

- 1. Address: \_\_\_\_\_
- 2. Phone#: \_\_\_\_\_
- 3. Home, address and phone number (work and home) of person responsible for filing any report for this grant: \_\_\_\_\_  
\_\_\_\_\_

5. Amount of aid requested: \_\_\_\_\_ Date: \_\_\_\_\_

6. Name of Project: \_\_\_\_\_

7. Briefly state your need:

\_\_\_\_\_  
\_\_\_\_\_

8. How will this project help Lewis County: \_\_\_\_\_  
\_\_\_\_\_

9. Anticipated date of project completion: \_\_\_\_\_

10. Have you **requested** funds from other sources for this project? Yes\_\_\_ No\_\_\_

Please List : \_\_\_\_\_  
\_\_\_\_\_

11. Have you **received** any other funds? if so, please list:

12. Does your organization have an annual audit?\_\_\_ Financial Statement ? :\_\_\_

13. Are you NON-PROFIT? Yes\_\_\_ No\_\_\_

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**FOR COMMISSION USE ONLY**

Amount Approved \$ \_\_\_\_\_ Date: \_\_\_\_\_ Order Book \_\_\_\_\_ Page # \_\_\_\_\_

\_\_\_\_\_  
President, Lewis County Commission

\_\_\_\_\_  
Date

## **LEWIS COUNTY COMMISSION MINI-GRANT REPORTING REQUIREMENTS**

1. The Mini-Grant Completion Report is due at the Lewis County Commission Office no later than thirty(30) days after all grant funds are expended.
2. All reports shall have attached receipts(invoices) which reflect how grant funds were expended.
3. The Lewis County Commission requests that a copy of any audits indicating the use of the Mini-Grant funds be filed with the Commission after the audit is received.
4. A separate banking account should be established for the mini-grant funds.

**Lewis County Commission  
Mini-Grant Completion Form**

**Project**

**Name:** \_\_\_\_\_

**Amount:** \_\_\_\_\_

**Date**

**Awarded:** \_\_\_\_\_

**Entity or Group:** \_\_\_\_\_

**Name and address of person completing this form:** \_\_\_\_\_

**Phone:(H)** \_\_\_\_\_ **(W)** \_\_\_\_\_

I hereby certify the following information regarding the above mentioned project: All activities listed on the original application have been completed, as follows: \_\_\_\_\_

Use of funds by activity	Approved Budget	Final Actual Expenditures
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

- a) All receipts reflecting the use of the mini-grant funds are included with this form.
- b) All costs claimed against this project are necessary, reasonable, and directly allocable to the approved activities identified on the original application approved by the Lewis County Commission for this project.
- c) Copies of the most recent audits or financial statements completed for this organization, if available, will be provided to the Lewis County Commission with this form.

\_\_\_\_\_

**Signature of person completing this form**

**Date**

## SAMPLE RESOLUTION

The officers of the \_\_\_\_\_ met  
on \_\_\_\_\_ with

a quorum present and passed the following resolution.

### RESOLUTION

BE IT RESOLVED that \_\_\_\_\_ is requesting  
assistance from the Lewis County Commission in the amount  
\$ \_\_\_\_\_. This mini-grant will be used for assistance  
with \_\_\_\_\_

We, the \_\_\_\_\_, are submitting a  
completed Lewis County Mini-Grant Application and agree to comply with  
all Mini-Grant Requirements.

\_\_\_\_\_

\_\_\_\_\_

Signature of Representative

Date

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