**MERCER COUNTY COMMISSION FUNDING REQUEST APPLICATION**

**(Revised September 22, 2017)**

The Mercer County Commission accepts and reviews grant applications throughout the fiscal year. Grants will be awarded on a flexible funding scale. Grants of $1,000 TO $5,000 will be awarded to applicants who meet the commission’s criteria for awards with funds coming from a source in the commission’s budget from restricted funds (ea. Video Lottery or Hotel-Motel revenues). The Hotel -Motel funds are restricted to tourism-related activities. Requirements for receiving Hotel- Motel funds are stated in Chapter 7-18-14 Section (3) (1-9) of the West Virginia Code. The commission shall give preference to grant applicants that host fairs, festivals, and/or events that can prove--both before and after the event--that they draw visitors to Mercer County.

The commission shall consider multiple grant requests in the same fiscal year for agencies seeking support from the Hotel-Motel Tax or from the Video Lottery Fund, although not to exceed a total of $5,000 in any one fiscal year. Applications must include:

* WHO the funds will be provided to
* WHY the commission is awarding the funds
* WHAT other funding sources (grants, donations, in-kind gifts) in addition to the commission
* HOW the recipients of the services use the assistance provided

Within 30 days after the conclusion of the event, the grantee must supply the commission with documentation concerning the response to the event such as published material, TV or radio broadcast coverage, social media data (posts, visits, views, etc.) generated from the event.

The commission recognizes its responsibility of assisting tax exempt 501 (c) (3) entities of Mercer County, but also respects its role as a responsible steward of public funds. Applications must be submitted at least one month prior to the date of the event and can be mailed or delivered in person to the Mercer County Commission at 1501 West Main St., Suite 210, Princeton, WV 24740, or emailed to (mercercocommission@frontiernet.net) or call the commission at (304) 487-8306.

Grant applicants should submit proposal packets that include the following materials:

1) The completed application to document the scope of the proposed project;

2) A copy of the agency’s 501 (c)(3) status;

3) A valid West Virginia business license; and

4) Contact information for the individual responsible for the project.

The commission will consider the designated applicant to be the sole point of contact with respect to all contractual matters. If the commission approves the application, the successful applicant must submit a final report that details how the recipient spent the grant funds. The commission will prioritize the allocation of funds based at least in part on the following requirements: 1) How the project stimulates cooperation between various agencies that serve the county; 2) An after-event assessment to review the successes and/or failures of the project; 3) Provide information on how the project nurtured healthy lifestyle choices for children and families; 4) Provide culturally diverse services and programs.

**MERCER COUNTY COMMISSION**

**SUBMISSION FORM**

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

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

**Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount of funds requested from Mercer County Commission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Estimated Project Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Estimated Project Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Summary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**I, the undersigned, understand the request made within this application, and will comply with the rules set forth by the Mercer County Commission. Upon completion, a final report will be prepared and presented to the commission within 30 days. This will include any additional documentation such as receipts, photos, and news articles.**

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**Project Sponsor Signature Date**