



# Mission West Virginia

## GRANT INSTRUCTIONS

Five (5) \$500.00 mini-grants will be issued to adoptive and foster family support groups in West Virginia. To apply for a mini-grant, please send your completed application packets to Mission West Virginia by June 25<sup>th</sup>, 2010. The application can be downloaded at [www.missionwv.org](http://www.missionwv.org). Preference will be given to newly formed or start-up groups. Preference will also be given to groups that have never received a mini-grant from Mission WV before.

### Grant Guidelines:

- 1) Proposals must be typed
- 2) **Grant applications must be postmarked or hand-delivered by June 25<sup>th</sup>, 2010 to: Mission West Virginia; 168 Midland Trail, Suite 1; Hurricane, WV 25526 or emailed to [rprobst@missionwv.org](mailto:rprobst@missionwv.org) Awards will be announced on June 30, 2010.**
- 3) Grant funds must be spent by December 15<sup>th</sup>, with final reporting due by December 31, 2010.
- 4) For questions on the application and requirements please call Rachel Probst at 866-CALL-MWV or email [rprobst@missionwv.org](mailto:rprobst@missionwv.org)
- 5) If your group does not have a non-profit 501(c)3 status, please provide a detailed description on how your group will account for funds. For example, list the Treasurer and your current system for accounting for funds. Groups may also select their agency as the fiscal agent or select an established non-profit partnering agency to manage funds.
- 6) The grant will not cover personnel expenses, administrative or in-direct costs or large equipment expenses.

**If you have questions about the application call Rachel Probst at 866-CALL-MWV or email [rprobst@missionwv.org](mailto:rprobst@missionwv.org).**

*\*This project is made possible by the support of the Claude Worthington Benedum Foundation.*



# Mission West Virginia

## SUPPORT GROUP GRANT APPLICATION

CONTACT INFORMATION		
Group Name:		
Primary Group Contact/Title:		
Secondary Group Contact/Title:		
Phone:	Email:	
Address:		
City:	Zip:	
Website:		
GUIDELINES		

**Return application to:**  
Mission West Virginia  
168 Midland Trail, Suite 1  
Hurricane, WV 25526  
Or email to [rprobst@missionwv.org](mailto:rprobst@missionwv.org)

## SECTION 1: SUPPORT GROUP TYPE

\_\_\_\_\_ New support group

\_\_\_\_\_ Existing Support Group

**Is the group associated with the WV DHHR or a private foster care agency? If so, please indicate name and contact.**

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If your group is an existing support group (one that has already met) complete section 2a.

If your group is a new support group (one that has not met before) complete section 2b.

## SECTION 2: PROPOSAL OUTLINE (2 PAGES MAXIMUM)

### 2a. Established groups (Groups that have met before)

**\*Address each bullet point underneath each question (No more than 2 pages)**

- Please list the goals and objectives of the group.
- When did the group form?
- How many people does the group serve?
- What is the geographic area served by the group?
- Approximately how many members belong to the group (include officers and names)?
- What type of parents are involved (foster parents, adoption, international, domestic, special needs, kinship, etc.)?
- How does your group recruit/retain members?
- What type of activities/special topics/ does the group participate in?

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### 2b. New Groups (Groups that have not met)

**Address the following bullet points in the group proposal (No more than 2 pages)**

- Why do you want to start a foster and/or adoptive family support group?
- Please list the mission statement, vision, values, goals and objectives of the group.
- Will there be a central coordinator of the group? Please list.
- What will be the geographic area served by the group?
- What type of parents will be involved (foster parents, adoption, international, domestic, adoptees, special needs, kinship, etc.)?
- How many foster/adoptive families do you anticipate will attend group meetings?
- What are your plans to recruit new members?
- What type of activities/special topics/ does the group plan to participate in?

## SECTION 3: PLAN OF ACTION (1 PAGE MAXIMUM)

How do you plan to spend the grant monies?

What is your plan of action for carrying out these activities?

**SECTION 4: BUDGET (1 PAGE MAXIMUM)**

- What funding does your group receive, if any?
- How will your group spend the grant monies?
- How will you track expenditures?
- Possible budget categories might be phone, postage, printing, travel, speaker’s fees, childcare, rental space, refreshments, books, etc.

Please list a detailed description of how funds will be used and include estimated amounts:

BUDGET CATEGORY	ESTIMATED EXPENSE

\*Add more lines if necessary

**SECTION 5: ATTACHMENTS**

If applicable, attach any supporting documentation including by-laws, brochures, flyers, etc.

**SECTION 6: SIGNATURES**

Please provide appropriate signatures:

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Person Completing Application, Title Date

**If applicable:**

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Group Officer, (Title) Date

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Agency Representative, (Title) Date  
(If applicable)