



CITY OF CHARLES TOWN COMMUNITY GRANT APPLICATION

APPLICATION DEADLINE – May 31, 2026 BY 5:00 PM

Submit application via email to finance@charlestownwv.us or mail/drop off to:

City Hall
101 E. Washington St.
Charles Town, WV 25414
Monday – Friday, 9AM to 5PM

NAME OF APPLICANT ORGANIZATION: _____

NAME OF PRIMARY CONTACT: _____

ORGANIZATION MAILING ADDRESS: _____

CITY: _____ STATE _____ ZIP _____

WEBSITE ADDRESS: _____

EMAIL ADDRESS: _____

TELEPHONE: _____

PROGRAM SUMMARY - respond in spaces below or attach separate document

1. Description of how the organization intends to expend the grant funds

2. Key Anticipated Outcomes

3. Individuals or Communities Served. Include details about those served in Charles Town and how the program benefits the citizens of Charles Town. Programs that also include benefits for those living outside of Charles Town may still be considered for funding

4. Total Program Budget

5. Amount of funding requested and specific use. *Provide a prioritized list and description of funding elements, including an itemized breakout of costs to be considered in the event of an award of partial funding of the request.*

6. Amount and source of matching funds raised or committed by your organization

7. Provide a program timeline that includes the number of months to complete after an award (Funds must be expended by **May 31, 2027**)

8. List other partners in the program, relationship to your organization, and their role in use of funds.

9. Describe the plan for program sustainability after grant award has been exhausted

ORGANIZATIONAL INFORMATION

1. Please provide your organization’s mission statement and goals

2. Describe the history of your organization and list significant current programs and activities

3. List the Owner(s), Board of Directors, and senior staff members of your organization

4. List the staff involved and describe their roles and responsibilities

5. If your organization has previously received funds from the City of Charles Town, please list the amount, use and current status of the funding

6. If you have an application for funding for this program with any other source (city, state, federal, private, or non-profit entity), list below

SUPPORTING DOCUMENTS (provide the following materials with your application)

- IRS Determination Letter for (501(c)(3), (c)(4) or (c)(6)
- Most recent 990 tax return
- Current operating budget
- Two years of financial statements (audited if available)
- Letter of Good Standing from State of West Virginia (available on mytaxes.wvtax.gov)
- Letter of Good Standing from City of Charles Town (email request to finance@charlestownwv.us or call 304-725-2311)

SCHEDULE FOR REVIEW AND AWARD OF COMMUNITY GRANT APPLICATION

- **February 26, 2026** – Grant opportunity advertised and application process opens
- **May 31, 2026 by 5PM** - Application Due Date
- **June 15, 2026** - 6PM - City Council Special Meeting to consider applications
(Applicants invited to present their program)
7PM - City Council Regular Meeting consideration of applications

Applications received after due date may be considered at discretion of City Council. Recipients must submit a report to the City by **May 31, 2027** detailing how and when funds were spent. Funds must be expended by **May 31, 2027**. City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant.

CERTIFICATION

I certify that I am authorized to submit this application on behalf of the organization requesting the funds, and I acknowledge that the City Council reserves the right to accept or deny any application, with or without a formal explanation to the applicant. Finally, I certify that I will submit a report to the City of Charles Town by **May 31, 2027** explaining how and when the funds were spent.

Signature of Applicant

Date

CHARLES TOWN MANAGEMENT REVIEW FOR ELIGIBILITY

- Eligible for City Funding Not-Eligible for City Funding

Finance Director Signature: _____ Date: _____

City Manager Signature: _____ Date: _____

CHARLES TOWN CITY COUNCIL REVIEW

- Approved Partially Funded Denied

City Council Meeting Date: _____ Amount of Funding: \$ _____