

**GREENBRIER COUNTY
ARTS & RECREATION GRANT FUNDING
2025-2026**

APPLICATION

The Greenbrier County Commission will make available a portion of net proceeds of the tax collected pursuant to chapter 7, article 18 of the West Virginia Code to qualifying community arts and recreation projects. To be considered, the applicant must provide a legible and complete application. Only public agencies or non-profit organizations are eligible for funding. Applications must be received in the Greenbrier County Commission office, 912 North Court Street, Lewisburg, WV 24901 no later than **4:00 PM** on **Friday, April 25, 2025**. Late and/or incomplete applications will not be eligible. *Questions may be directed to 304-647-6689.*

Funds awarded under this Arts and Recreation Application must be expended in compliance with West Virginia State Code §7-18-14. ***Funds may not be used for salaries/wages and insurance.***

The Greenbrier County Commission has the sole discretion to award grant funds. Recipients will be notified in writing of the amount of any award and specific instructions for receiving the funds.

1.	Organization Name
2.	Mailing Address of Organization:
3.	Applicant Phone Number(s): Primary #: _____ Secondary #: _____
4.	Contact person responsible for project: Name: _____ Phone #: _____ Email Address: _____ Mailing Address for project contact: _____
5.	Is the applicant a Nonprofit Organization? <input type="checkbox"/> Yes <i>IRS determination letter of tax exempt status and evidence of good standing with the WV Secretary of State must be attached.</i> <input type="checkbox"/> Public Agency (please identify governing body) <i>NOTE: The IRS determination letter is the only acceptable proof of tax-exempt status.</i>
6.	Physical address and directions to project location:

7. Total amount of funds requested: _____

- A. Attach a complete budget for the proposed project.
- B. Attach an annual budget &/or profit/loss statement for your organization.
- C. Attach supporting documentation for the funding request.

8. Project Title:

Attach a complete description (2 pages or less) of your proposed project, identifying personnel, time frame, and target population to be served. **(Only eligible requests for the arts &/or recreation projects will be considered).**

9. Have you applied for or received any other funding for the proposed project?

No

Yes: Requested _____ (amount) from _____

Received _____ (amount) from _____

10. Has your organization previously received funding from the Greenbrier County Commission for the arts & recreation grant program?

Yes

Funding Amount: _____

No

Year: _____

11. Area of county the proposed project will serve _____

Estimated number of people served by the proposed project: _____

12. How will the project effectiveness be evaluated at the conclusion of the grant period (June 30)? Please provide any documentation that will support the award of this request to document effectiveness.

If submitting multiple project applications please prioritize projects based on importance (#1, #2, #3, etc.)

A Profit/Loss Statement & Current Balance Sheet for organization must accompany application.

Upon the receipt of a grant award from the Greenbrier County Commission (the “Commission”), the applicant organization and its officers (the “Applicant”) agree as follows:

1. All written materials, media advertising or promotional material regarding the proposed project will identify it as a recipient of grant funding from the Commission.
2. All purchases made with funds from the Commission shall comply with applicable state law regarding purchases made by a local governmental entity.
3. Funding will be distributed by direct payment of an invoice or by reimbursement of qualifying expenditures, which must be made prior to the close of the fiscal year (June 30) for which the award was made.
4. All invoices or reimbursement requests must be submitted within 60 days of the event or by the first Friday following June 30.
5. Funding will not be provided for fireworks, utilities (electric, gas, heating oil, water, sewer, trash, etc.), building construction, renovation or upkeep, marketing or advertising, sports equipment for individual players, equipment maintenance, fuel/gasoline, salaries, sales tax, shipping fees, lodging or travel expenses.
6. The Applicant agrees to indemnify, defend, and hold harmless Greenbrier County, its elected officials and employees from and against: (1) Any claims or losses for services rendered by any subcontractor, person, or firm performing or supplying services, materials, or supplies in connection with the proposed project; (2) Any claims or losses resulting to any person or entity allegedly injured or damaged by the Applicant, its employees or subcontractors in connection with the proposed project; and (3) Any failure of the Applicant, its officers, employees, or subcontractors to observe Federal, State or local laws including, but not limited to, labor and wage and hour laws.
7. Funds not properly requested for disbursement shall be forfeited.
8. In its sole discretion, the Commission may terminate the grant agreement.
9. The Applicant will immediately notify the Commission of any changes to the information provided in the grant application.

I am an authorized officer or member of the organization for which I am submitting, I have reviewed the information provided in this application, and affirm that the information is true and correct, to the best of my knowledge and belief.

Authorized Signature of Officer or Board Member: _____

Print Name: _____

Date: _____

Phone #: _____