



## **Volunteer West Virginia Volunteer Recognition Mini Grants**

**Volunteer West Virginia is happy to announce the availability of mini grants to assist with volunteer recognition projects and events.** Thanking volunteers is an important part of managing and retaining volunteers. The goal of this project is to help organizations start new volunteer recognition projects and events or improve upon existing events.

Eligible organizations may receive up to \$500 for a volunteer recognition project / event in September – October, 2024. Applications will be accepted until Wednesday, August 21st, 2024

### **Project Examples**

- **Awards For Volunteers** – Celebrate your volunteers with special awards to recognize their accomplishments. Grant funds can be used for awards, certificates, decorations, and venue rentals.
- **Thank You Videos** – Produce a “Thank You Video” for your volunteers. This video can also feature thank you messages from community members, organizers or leaders, clips from social events, and images about the overall impact of your volunteers.
- **Thank You Letters from the Community** – Reach out to communities that your volunteers serve and ask them to write thank you letters to your volunteers.
- **Volunteer Appreciation Merchandise**– Grant funding can be used to purchase small thank you gifts / merchandise.
- **Volunteer Recognition Programs** – Start a volunteer recognition program at your organization. Funds can be used to establish a “Volunteer of the Month Program” and other volunteer recognition programs.
- **Virtual Volunteer Recognition Events** – Host a virtual recognition event. Grant funds can be used for a Zoom membership, guest speaker, or virtual event materials.

### **Restrictions – We Can Not Fund:**

- Food – Funding can not be used to purchase snacks, food, beverages, catering, or meals.
- Costs need to be necessary and reasonable for the project.



## Mini Grant Guidelines

- Must be a registered West Virginia nonprofit organization, local government, or school to apply.
- Organizations can receive up to \$500 to host a volunteer recognition project / event
- The goal of the grant is to develop **New Volunteer Recognition Programs and Events in the community**. Priority will be given to organizations who are starting a new program and who have not recognized volunteers in the past. Applications from organizations seeking to expand or improve upon existing recognition events will be considered.
- This is a reimbursement grant, meaning that the organization will be responsible for purchasing project materials upfront. Grantees will submit an invoice with receipts to Volunteer West Virginia for payment after the event has been held.
- **Organizations may only receive one award.**
- Grants will be paid upon receipt of invoice and final report. The final report must capture high quality photographs and results i.e. people served, project outcomes, number of volunteers. The final report format and instructions will be included in the award letter.
- All mini grant expenditures must be supported by appropriate documentation. Appropriate documentation will include receipts or invoices showing the name of the vendor, description of expense and individual charges.

## Important Dates

- Funding announced **July 24th, 2024**
- Mini Grant Application Training Webinar **August 1st, 2024 at 1PM**  
**Registration Link:** <https://us02web.zoom.us/meeting/register/tZ0ldeurpJorE9aEX55NEEINIE9l0ANOInwx>
- Applications will be accepted through **August 20th, 2024**  
**Application Link:** <https://www.surveymonkey.com/r/VolunteerWVMiniGrant>
- Organizations will be notified by email by **August 30th, 2024**
- Projects must be completed by **October 20th, 2024**



- The mini grant final report and invoice must be submitted on or before **October 24th, 2024**

## Mini Grant Process

### Mini Grant Application –

- **Submit your application here:**  
<https://www.surveymonkey.com/r/VolunteerWVMiniGrant>
- Volunteer West Virginia staff will review the application and determine if the project is eligible and approved for funding. The application must be filled out completely to be eligible for review. Due to limited funds, all projects may not be selected for funding.

### Funding Priorities -

- Volunteer West Virginia seeks to prioritize grant applications that help organizations start new volunteer recognition projects and events or improve upon existing events. Volunteer West Virginia will also prioritize applications that are new grantees (have not been funded by Volunteer West Virginia in the past two years), and [Appalachian Regional Commission Distressed Counties](#).

### Mini Grant Award Letter –

- After the mini grant project is selected, an award letter granting the funds for the project will be sent out along with an invoice template to request funds and a final report template.

### Mini Grant Report –

- Within two weeks after completion of the service project, photographs and a final report must be emailed to [vwvgrants@wv.gov](mailto:vwvgrants@wv.gov).

### Project Promotion –

- Projects selected will be promoted by Volunteer West Virginia. Organizations are required to capture their service project by taking high quality photographs.

### Mini Grant Invoice –

- It is the organization's responsibility to submit an invoice for the funds. All invoices must be printed on your organization's letterhead and **signed in blue ink** using the template provided when awarded.
- All mini grant expenditures must be supported by appropriate documentation (receipts, invoices, etc.).



**Questions -**

- If you have any questions, please email [vwvgrants@wv.gov](mailto:vwvgrants@wv.gov).