



Volunteer West Virginia Mini Grants

Volunteer West Virginia is happy to announce the availability of mini grants to plan volunteer projects for West Virginians.

- The purpose of the mini grants is to develop **new volunteer projects** in the community. Eligible organizations may receive up to \$500 to plan and complete a volunteer project in September – October 2023.
- Projects must include an element of volunteer recruitment to engage new volunteers as well as outreach to the community.
- The goal of this project is to bring volunteers together to make a positive impact in their community and to encourage individuals to be kind and volunteer.

Volunteer Project Examples:

- Community beautification projects
- Park, trail, grave maintenance
- Historic preservation projects led by volunteers.
- Animal shelter / rescue cleanups and improvements led by volunteers.
- Emergency preparedness projects and events led by volunteers.
- Community garden development and maintenance
- Community murals painted by volunteers.
- Nutrition and drug prevention events led by volunteers.
- Volunteer led projects that engage and support youth.
- Community and/or waterway cleanups
- Volunteer led projects such as yard work and pen pals for the elderly.
- Random acts of kindness for community members, first responders, individuals in recovery, seniors, children in foster care, etc.

Allowable Expenditures Include-

- **Supplies For Volunteer Projects** – Tools, paint, safety gear, gloves, art supplies, printing, etc.

Unallowable Expenditures Include-

- The goal of the grant is to develop **new volunteer projects** in the community. Funding **cannot** be used for annual and preexisting volunteer projects and events, general office supplies, and salary.
- No Food, Beverages, Tee Shirts, Hats, Mileage
- 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.
- Grant awards up to \$500.00 to host a service project implemented by volunteers.
- This is a reimbursement grant, meaning that the organization will be responsible for purchasing project materials upfront. Grantees will submit an invoice 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, 2023**
- Training webinar **August 2nd, 2023 at 11AM**
Registration Link: <https://us02web.zoom.us/meeting/register/tZArcO2orDlpGdN-XU0jrLk-b0Yym1v4qz8G#/registration>
- Applications will be accepted through **August 21st, 2023**
Application Link: <https://www.surveymonkey.com/r/VolunteerWVMiniGrant>
- Organizations will be notified by email by **August 31st, 2023**
- Projects must be completed by **November 1st, 2023**
- The mini grant final report and invoice must be submitted on or before **November 8th, 2023**



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.

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.

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 organizations 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.

