



**Chat Box Question: What organization are you with, where are you from?
AND If you won the lottery, what is the first thing you would buy?**

Welcome!

MEET THE VOLUNTEER WV STAFF



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Today's Topic

Volunteer Recognition Mini Grants

- Introduction to the Mini Grant Project
- Application Tips
- Q&A

(We will send you this presentation & recording after today's call!)

Introduction To The Mini Grant Project

Mini Grant Goals

- The goal of the grant is to develop new volunteer recognition programs and events in the community.
- Organizations can request up to \$500 for a project.
- Projects must take place in September – October 2024.

**Why is volunteer recognition
important?**

**Thanking volunteers is
an important part of
managing and retaining
volunteers.**

Volunteer Management Steps



Project Examples



Recognition Events and Awards for Volunteers

Celebrate your volunteers with special awards to recognize their accomplishments. Recognize something special that each volunteer does.



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.



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

Reach out to communities that your volunteers serve and ask them to write thank you letters to your volunteers.



Volunteer Appreciation Gifts

Grant funding can be used to purchase small thank you gifts and merchandize.

Application Tips

How to Stand Out!

Tips:

- Read over the Notice of Funding Opportunity (NOFO) carefully for important details.
- Applicants must be a registered West Virginia nonprofit organization, local government, or school to apply.
- **Organizations may only receive one award.**

Tips:

- **Get creative!** Give your project a catchy title and an overall theme.
- **Have fun!** Plan a project that will make your volunteers feel appreciated.
- To stand out, paint a clear picture of your project in the application.

Tips:

- Grant applications will be scored and ranked for funding.
- Well thought out projects and well written applications score higher with reviewers.

Funding Priorities

Volunteer West Virginia will prioritize grant applications that:

- Help organizations start new volunteer recognition projects and events or improve upon existing events.
- Are from new grantees (have not been funded by Volunteer West Virginia in the past two years).
- Take place in FY2025 Appalachian Regional Commission Distressed Counties

Budget Tips:

- Provide as much detail as possible with specific budget items.
- For example, instead of writing “Volunteer Appreciation Gifts - \$500” explain what you will be buying and the cost of each item.
- This is a reimbursement grant - The organization will be responsible for buying the materials up front. *Grantees will submit an invoice with receipts to Volunteer West Virginia for payment after the event has been held.*

Budget Tips:

- **Best investment** = Make the best use of grant funds by acquiring donations to support your project.
- Consider the cost per volunteer.

Unallowable Expenses:

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

Other Tips:

- **Don't rush!** Put some thought into your project.
- Projects are not first come first served.
- You have until **August 20th** to apply.

How To Apply:

- Download the Notice of Funding Opportunity and find the link to the application on our website: www.volunteer.wv.gov

Dates & Deadlines

- Applications will be accepted through **August 20th, 2024.**
- Organizations will be notified by email on **August 30th, 2024.**
- Qualified Volunteer Recognition Events must be completed by **October 20th, 2024.**
- The mini grant final report and invoice must be submitted on or before **October 24th, 2024.**



Questions?