

**FAYETTE COUNTY COMMISSION**  
**FUNDING REQUEST**  
**APPLICATION CRITERIA**

The Fayette County Commission allocates funds each year to assist event/organizations in Fayette County. Due to a large number of applications for funding, the Commission deems it necessary to develop criteria for funding. The following is a list of considerations for funding. This is not inclusive and the Fayette County Commission reserves the right for any final decision on an application.

- The project must directly benefit the citizens of Fayette County
- The project does not qualify for assistance from any other agency within the county
- Each applicant will qualify for funding one (1) time per fiscal year
- All applicants must be a 501C and copy of IRS determination must be submitted with application
- A complete budget for the fiscal year proceeding the funding request must be submitted with the application (this should include all revenue and expenditures and a beginning balance for the applicant organization)
- Priority will be given to projects that have maximum impact on the population of Fayette County: youth services, adult services, and/or those services that are unique for the County. The promotion of tourism will not be considered priority.
- Any entity awarded and allocation that does not furnish a completion report within the specified time will be ineligible for any future funding.

EFFECTIVE: March 23, 2018  
Fayette County Commission

**FAYETTE COUNTY COMMISSION**  
**FUNDING REQUEST APPLICATION AND REPORT FORMS**

*\*Note: This is an application....no allocated funds should be expended prior to Commission approval of this allocation. All applications must be presented to the Commission Office by (set deadline) in order to be placed on the Commission agenda for the next available meeting.*

Thank you for considering the Fayette County Commission as a funding source for your project. The West Virginia State Auditor's Office has mandated that the Fayette County Commission track all money allocated by the Fayette County Commission to any entity, and has suggested this tracking procedure. The attached application and report forms are necessary to fulfill this requirement. If extra space is required to answer any question, please feel free to attach any additional sheets as needed. Each organization with a funding request must **adopt a resolution which must be filed with this application**. A sample is included in this packet.

**Application Checklist**

Name of Group: \_\_\_\_\_

1. Have questions 1 through 13 on the application been completed? \_\_\_\_\_
2. Has the completed, signed resolution been attached to this form? \_\_\_\_\_

It is recommended that at least one person who is familiar with the project and the funding request appear before the Fayette County Commission with the completed application. To schedule an appointment, or if you have any questions concerning the application, please contact the Fayette County Commission Office.

Complete and timely reporting of this funding allocation is a MUST. Future funding opportunities may be jeopardized for failure to comply with reporting requirements.

**Contact Information**

**Fayette County Commission**

**P.O. Box 307**

**Fayetteville, WV 25840**

**Ruth Lanier, County Administrator**

**304-574-4228**

**[www.fayettecounty.wv.gov/commission](http://www.fayettecounty.wv.gov/commission)**

**FAYETTE COUNTY COMMISSION FUNDING REQUEST APPLICATION**

Date: \_\_\_\_\_

Entity or group requesting funding: \_\_\_\_\_

1. Address: \_\_\_\_\_
2. Phone Number: \_\_\_\_\_
3. Home address and phone number of person responsible for filing reports for this request:

\_\_\_\_\_  
\_\_\_\_\_

4. Funding request amount: \_\_\_\_\_
5. Name of Project: \_\_\_\_\_
6. Briefly state your need: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

7. How will this project benefit Fayette County? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

8. Anticipated date of project completion: \_\_\_\_\_

9. Have you requested funds from other sources for this project: Yes \_\_\_\_\_ No \_\_\_\_\_

Please List: \_\_\_\_\_  
\_\_\_\_\_

Have you received any other funds?

If so, please list: \_\_\_\_\_  
\_\_\_\_\_

10. Does your organization conduct an annual audit? \_\_\_\_\_ Financial Statement? \_\_\_\_\_

11. Are you a NON-PROFIT? Yes \_\_\_\_\_ No \_\_\_\_\_

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**FOR COMMISSION USE ONLY**

Amount Approved \$ \_\_\_\_\_ Date: \_\_\_\_\_ Order Book \_\_\_\_\_ Page # \_\_\_\_\_

\_\_\_\_\_  
**President, Fayette County Commission**

\_\_\_\_\_  
**Date**

**FAYETTE COUNTY COMMISSION**  
**ALLOCATION REPORTING REQUIREMENTS**

1. The Allocation Completion Report is due at the Fayette County Commission Office no later than thirty (30) days after all allocated funds are expended.
2. All reports shall have attached receipts (invoices) which reflect how allocated funds were expended.
3. The Fayette County Commission requests that a copy of any audits indicating the use of the Allocated funds be filed with the Commission after the audit is received.
4. A separate banking account should be established for the allocated funds.

**FAYETTE COUNTY COMMISSION  
ALLOCATION COMPLETION FORM**

Date: \_\_\_\_\_

Project Name: \_\_\_\_\_

Amount Awarded: \_\_\_\_\_

Amount Expended: \_\_\_\_\_

Entity or group: \_\_\_\_\_

Name and address of person completing this form: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternative Phone: \_\_\_\_\_

I hereby certify the following information regarding the above mentioned project. All activities listed on the original application have been completed, as follows: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Use of funds by activity	Approved Budget	Final Actual Expenditures
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____
_____	\$ _____	\$ _____

- a) All receipts reflecting the use of the allocated funds are included with this form.
- b) All costs claimed against this project are necessary, reasonable, and directly allocable to the approved activities identified on the original application approved by the Fayette County Commission for this project.
- c) Copies of the most recent audits or financial statements completed for this organization, if available, will be provided to the Fayette County Commission with this form.

\_\_\_\_\_  
Signature of person completing this form

\_\_\_\_\_  
Date

*SAMPLE RESOLUTION*  
RESOLUTION

The officers of the \_\_\_\_\_ met on \_\_\_\_\_ with a quorum present and passed the following resolution.

BE IT RESOLVED that \_\_\_\_\_ is requesting assistance from the Fayette County Commission in the amount of \$\_\_\_\_\_. This allocation will be used for assistance with \_\_\_\_\_.

We, the \_\_\_\_\_, are submitting a completed Fayette County Commission Funding Request Application and agree to comply with all Allocation Requirements.

\_\_\_\_\_  
Representative

\_\_\_\_\_  
Date