

Competitive Grant Process

Initial Contact

Prospective applicants reach out to Program Officers (POs) or vice versa.

PO meets with prospective applicant to discuss grant project idea.

PO determines whether proposed initiative is in line with TGKVF priorities.

Brief Project Summary Development

PO invites prospective applicant to prepare a brief Project Summary to explain the who, what, where, when, why, and how of the project.

PO assesses financial requests versus funds available, taking into consideration potential renewal requests, which typically have priority over new requests.

Staff Analysis

If the Project Summary aligns with priority funding areas and targeted geography, and fits within TGKVF's current budget constraints, the prospective applicant is invited to submit an application.

Applicants are allotted at least four weeks to prepare a draft application.

PO uses a defined rubric to evaluate applications, determining which need revision and which are ready to move forward.

Depending on application type, PO may provide feedback to applicants and allots 2-3 weeks to revise and submit final applications.

Reviewer Analysis

After an application passes the initial staff review process, applications are reviewed by one of several review groups.

Each priority funding area has a specific review group comprised of TGKVF Board members, community experts, and volunteers.

Review groups meet quarterly to consider and recommend applications.

Depending on application type, some applicants are invited to present to the appropriate review group during an Applicant Interview.

Review group members may be assigned applications to present to a TGKVF Board Committee.

Committee Analysis

Following the review group process, all applications are considered by one of several TGKVF Board Committees.

Committees are comprised of TGKVF Board members, community experts, and volunteers.

Each committee meets quarterly to consider applications from across all TGKVF funding priorities and geographic areas. Committees work to ensure proportionate distribution of funding.

Committees vote on whether to move applications forward for consideration by TGKVF's Board of Trustees.

Board of Trustees Review & Approval

Board Committee Chairs present all applications to the TGKVF's Board of Trustees.

The Board of Trustees meets quarterly to make funding decisions for all applications.

Grant Management

POs notify applicants of their grant award status and follow up with Grant Agreements (MOUs) as applicable.

POs and grantees communicate regularly on the status of the funded project's progress throughout the grant period. Most grants have grant periods of 12 months.

POs typically conduct one site visit during a project's grant period.

Grantees are encouraged to share grant project updates with POs, including milestones, special events, and site visit opportunities. Grantees are also encouraged to share challenges and obstacles so that POs may assist in troubleshooting and course correction.

TGKVF's Grants Manager schedules a final report for grantees to complete and submit at the end of the grant period.

Pending project outcomes and funding availability, projects may be eligible for renewal for up to five years.

LEARN
&
CONNECT



THE GREATER KANAWHA VALLEY FOUNDATION