

## Emergency Grants Application [SAMPLE Summary]

The [Insert Name Here] is offering **Mini-Grants to Nonprofits** dealing with impacts from COVID-19 that demonstrate need and financial assistance for survival and/or recovery. Our Partners in this project (including: \_\_\_\_\_), have committed resources for emergency grants. Deadline for applying is \_\_\_\_\_ (if necessary or list it as ongoing until funds are expended or needs are met.)

### The Need

[Insert language defining the need that the grant program serves. Sample: These Mini-Grants will be awarded to nonprofits for general operating and special needs who are grappling with economic and financial hardships due to the COVID-19 impacts at all levels.]

### How Does It Work?

[Insert language describing the process that you are setting up. Here's an example: "Through a simple one-page application, nonprofits affected by the COVID-19 can apply for mini-grants to keep operating."

The objective is to [\_\_\_\_ insert explanation \_\_\_\_]. Emergency Grants can be used to [\_\_\_\_ outline language here for the specifics fund can be used for \_\_\_\_]

All grant recipients are expected to report on the expenditure of grant funds and results of the support with a simple email a year after this grant award.

### Who Can Apply?

[Define your criteria which could be simply one sentence such as: "Nonprofits, registered tax-exempt 501c3s with the IRS and WV Secretary of State's Office directly affected by COVID-19 who require general operating, special needs, and staff support funding. "]

### Deadlines and Instructions

[Set your application process (keeping it simple) with either a deadline, until all funds are expended for intended purposes or needs are met.]

Grant applications may be emailed to: [insert your email here], faxed to: [insert fax number here], or mailed to:

*Your Name Here*  
*Address*  
*City, State Zip*

You will be notified within [insert time period] of your selection. If you have any questions, please call \_\_\_\_\_, or email \_\_\_\_\_.

INSERT YOUR LOGO HERE

# Emergency Grants for \_\_\_\_\_ *[Sample Application]* Application Form

## Nonprofit Information

Nonprofit Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip: \_\_\_\_\_

CEO/Executive Director's Name: \_\_\_\_\_ Email: \_\_\_\_\_

FEIN: \_\_\_\_\_

**Project Information:** *(Grants are available in the \$\_\_\_\_\_ to \$\_\_\_\_\_ range)*

Amount Requested: \$\_\_\_\_\_ Number of Employees Affected: \_\_\_\_\_

**Brief Description of Need:** *[Insert brief language that will allow the nonprofit to provide some detail on needs. For example, "Please include a brief summary of your nonprofit's needs and how it will keep your organization operating and serving your community." If you warrant it include a request of a brief summary of items needed and expense such as general operating, payroll, health, supplies, etc. (keeping broad so it easy on the nonprofits)]*

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**Please Outline Your Budget for the intended use of the funds:**

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