

HANCOCK COUNTY SAVINGS BANK  
CHARITABLE FOUNDATION

351 Carolina Avenue  
Chester, WV 26034  
800-225-1620, Ext. 269

GUIDELINES FOR GRANTS

The purpose of this Foundation is to promote charitable and educational activities within the meaning of Section 501 (c)(3) of The Internal Revenue Code of 1986, as amended, including but not limited to the following:

- A. Supporting youth development programs to improve life options through education and work skills;
- B. Supporting community organizations that contribute to the quality of life; and
- C. Receiving by gift and otherwise acquiring and holding all property, real and personal.

Each year, the Foundation will distribute the earnings from its investment portfolio to selected qualifying organizations in the market area of Hancock County Savings Bank.

You should understand that we anticipate many more requests for funding than we will be able to accommodate; therefore, we will use our best judgment in evaluating community needs, priorities, and the ability of the organization to carry out the proposal. Additionally, you should be aware that you are competing with other worthwhile groups whose work also serves the best interests of our area.

POLICY GUIDELINES

The Foundation will generally limit its grants to organizations in our area for the following purposes:

- 1. Seed money for the startup costs of new and innovative programs;
- 2. Grants which generate additional funding (matching grants);
- 3. One-time grants for programs that do not require refunding;
- 4. Grants for programs that provide direct human services; or
- 5. Grants for capital and equipment needs.

The Foundation will not generally recommend grants for any of the following purposes:

- 1. Annual fund raising campaigns;
- 2. Endowments;
- 3. Sectarian religious purposes;
- 4. Loans of any kind; or
- 5. Operating or maintenance grants.

If, after reviewing these guidelines, you believe that your organization is eligible for assistance from the Hancock County Savings Bank Charitable Foundation, you should complete one of our formal applications. These forms are available on our website ([www.hcsbank.com](http://www.hcsbank.com)) and at any office of Hancock County Savings Bank. Requests will be honored only if they are submitted on the Foundation's application form.

In order for your grant application to be considered, you must submit copies of the following items with your application: (A) your current budget, (B) your organization's financial statements for the past three (3) years, (C) copies of any solicitation items you currently use, and (D) a copy of your 501(c)(3) exemption certificate.