

CFOV Food Security Fund Spring 2026

The Community Foundation for the Ohio Valley, Inc.

Instructions



**COMMUNITY
FOUNDATION**
FOR THE OHIO VALLEY

APPLICATION:

It is not required to complete the application all at once. After saving completed answers, you will have the opportunity to login another time to continue the application. Be sure you click "submit" when all questions and uploads are done. After submission you will not have the option to edit. You will receive a submission confirmation email. If you do not receive the confirmation email, contact CFOV.

Many applicants make the mistake of not reading the questions carefully or answering them completely. It's important to answer all the questions rather than focusing on one or two. Since our questions have a character limit, be clear and concise. There's no need to use elaborate words, adjectives or longer sentences. Instead, provide as much information about the project in as few words as possible.

*Please do not upload any photos in the upload fields. Use the file formats preferred. HEIC files are not accepted.

EVALUATION PROCESS:

The funding determinations are made by CFOV and the distribution committee. This application and certain questions are included in a scoring rubric for each evaluator. These scores are not provided to applicants.

If the Organization information (address, phone, primary contact) has changed, please contact debbie@cfov.org

If you are using a grant writer, please click on the "collaborate" button in the top right to invite them to the application.

CONTACT:

If you have any questions throughout this process, please contact Debbie at 304-242-3144 or debbie@cfov.org

AI Summary

This field is visible to administrators only for the purpose of copy/pasting the AI summary into a report as that field as it exists now does not populate on a report.

Character Limit: 10000

Evaluator Reminder: If you have a conflict of interest with this organization and are unable to review the request without bias, please contact Debbie to have the application removed from your dashboard.

Evaluators: The AI summary is a brief overview of the application answers. The AI summary was generated with Chat GPT software that is not included in open source data mining. The summary was not written by the applicant and should only be used as a reference.

Organization Information

Organization EIN*

Provide the EIN (Employer Identification Number) without spaces or dashes

Character Limit: 15

Organization Charitable Status*

In the drop down menu, select the nature of the organization's charitable status.

Choices

501(c)(3) as designated by the IRS

Church

Unit of Government

School

Library

Mission*

Describe the organization mission in one sentence

Character Limit: 250

Evaluators: The next question has an upload feature. Please take advantage of the document viewer by clicking on the "eyeball". This will relieve you from having to download the document to your device.

The Organization's Annual Operating Budget*

This question relates to the overall organization budget. Please do not upload the project budget in this space. If the organization does not have a operating budget, please upload a spreadsheet outlining annual income and expenses for the organization.

(please convert .pages files to PDF or DOCX prior to upload) HEIC files are not accepted. Please do not upload a photo.

An organization budget is a complete, itemized financial plan showing all anticipated income and all planned expenses for the organization as a whole during its current fiscal year. It should:

Cover the entire organization – not just the project or program seeking funding.

Include both revenue and expenses, listed in standard budget categories (e.g., salaries, benefits, program costs, rent/utilities, fundraising, administrative costs, grants, donations, earned income).

Be presented as a clear table or spreadsheet – not as a narrative or a list of transactions.

Match your fiscal year dates and indicate whether figures are projected or actual.

Balance – total income should equal total expenses, with any surplus or deficit clearly explained.

A list of bank transactions, a profit-and-loss printout without categories, or a project-only budget does not meet this requirement.

File Size Limit: 4 MB

Board of Directors*

Please upload a list of board members. Do not upload a photo of the list of board members.

File Size Limit: 4 MB

Application-Project Details

Goals and Approach*

What do you hope to achieve with this project, and how will you make that happen?

Please share your goals and the steps your organization will take to reach them. Describe what

you plan to do, who will be involved, and what success will look like for your pantry and the people you serve.

**this application question is included in a set of scoring questions that is provided to the evaluators for the purpose of funding determinations.*

Character Limit: 3000

Fresh Food Sourcing and Distribution*

How will this project help your pantry increase access to fresh, nutritious foods for your clients?

Please describe the types of fresh foods you plan to offer and how you will source them (local farms, food banks, retailers, donations, etc.).

For example, you might describe plans to partner with a local farm for weekly produce donations, or how a new cooler will allow you to accept and store perishable items like milk, eggs, and leafy greens.

Character Limit: 4000

Signs of Success*

How will you know this project is making a difference? What signs or outcomes will tell you it's working, and what gives you confidence that your approach will be effective?

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Character Limit: 2000

How many individuals are expected to be served by the project?*

Character Limit: 150

New or Continuing Project*

Is this a new project or a continuation of an existing effort?

We understand many pantries are experiencing increased demand. Please describe whether this project is new or ongoing, and explain what is prompting the need.

You may include details such as changes in client volume, gaps you're trying to fill, or how this project builds on previous efforts.

Character Limit: 2000

Primary Geographic Location*

To help us understand the reach of your pantry, please select the county or counties where most of your clients live and that your project will primarily serve.

Choices

Belmont

Brooke

Hancock

Jefferson
Marshall
Ohio
Tyler
Wetzel

Sustainability*

List additional sources of support for this project. What are your plans for long-term funding and/or maintenance of the project?

Character Limit: 2000

Collaboration*

Please describe any collaborations with other organizations involved in this project. *You may include the roles and contributions of each partner, how you will coordinate efforts, and how this collaboration will strengthen the project's impact.*

Character Limit: 2500

Project Budget

Project Budget - Money In

Use the following table to list the sources of support that will make your program possible.

Example:

Foundation ABC, \$XXXX, Cash, Yes

Company XYZ, \$XXX, In-Kind, Yes

It is not required to have five sources of support! You can leave unneeded sources blank.

Source	Amount	Type (Cash or In-Kind)	Confirmed

Project Budget - Money Out

Use the following table to list the expenses associated with your project.

Example:

Food Purchase, carrots, \$XXX, cash, (no notes)

Recipe Cards, carrot stew, \$XXX, in-kind, print shop donation

It is not required to have five expense categories! You can leave unneeded categories blank.

Expense Category	Description	Amount	Cash or In-Kind	Notes

Additional Budget

If there are budget items that did not fit in the above tables, please describe using the same categories as the table.

Character Limit: 2000

Project Budget Narrative (the story for the support)*

Please use this space to tell the story behind your project budget.

The budget narrative allows you to explain and justify the expenses listed, helping us understand how each cost supports your project’s goals.

For example, you might describe why specific equipment is needed, how staff time contributes to key activities, or how costs align with your project’s expected impact.

**this application question is included in a set of scoring questions that are provided to the evaluators for the purpose of funding determinations.*

Character Limit: 2000

Application - General

Food Security Fund Focus Areas

The Food Security Fund aims to support projects that increase access to and availability of fresh, nutritious foods for individuals and families experiencing food insecurity—particularly through local food pantries. Priority is given to efforts that address gaps in cold storage,

distribution, sourcing, or outreach that result in more frequent or reliable access to healthy food options.

Grant Amount Requested*

The maximum request amount is \$5,000.

Requests submitted for more than \$5,000 **will not** be considered.

The grant amount requested should equal the amount in the project budget and narrative.

Character Limit: 20

Total Project Cost

What is the total amount for the project? This number could be different than the grant amount requested if there are other contributors.

Character Limit: 20

Project Name*

example: fresh food project; nutritious food for all; healthy eats; produce and dairy, etc.

Character Limit: 200

Project Overview and Fund Alignment*

Please describe your project and how it aligns with the goals of the Food Security Fund, which supports efforts to increase access to and availability of fresh, nutritious foods for pantry clients.

In your response, explain what this funding will enable your organization to do, who it will serve, and the expected impact. For example: "*This funding will enable us to purchase a commercial refrigerator, allowing us to safely store fresh produce and serve an additional 50 families each week.*"

**this application question is included in a set of scoring questions that is provided to the evaluators for the purpose of funding determinations.*

Character Limit: 3000

Additional Information

Evaluators: The next question has an upload feature. Please take advantage of the document viewer by clicking on the "eyeball". This will relieve you from having to download the document to your device.

Additional Information

This upload space can be used for any additional supporting information for the proposal.

(please convert .pages files to PDF or DOCX prior to upload)

Do not upload a photo. Use file formats above.

File Size Limit: 5 MB

Submission

Non-Discrimination*

I certify that no person shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, marital or parental status, political affiliation, military service, physical or mental limitation, or any other improper criterion be excluded from participation in; be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available by the Community Foundation, and any other program or activity funded in whole or in part with funds appropriated for grants or other types of assistance administered by the Community Foundation.

Choices

Yes
No

Attestations*

Choices

I certify that this grant will not duplicate other public/private funding received.
I understand that making false statements or concealing information is fraudulent.
I have authorization from the organization's board to submit this grant application.

Electronic Signature of person submitting the application*

By signing and submitting this document, I attest that I have thoroughly reviewed the application. The information presented is true and accurate.

Please type your name

Character Limit: 100

Title*

What is your title?

Character Limit: 50

Next Steps

HELPFUL TIPS:

Once you've answered all the questions, read the full application from start to finish. See if you sound repetitive, have fully completed the questions or should edit your responses to be more concise and informative. It might be helpful to have another staff member or friend who is unfamiliar with the project read your application and provide feedback.

WHAT'S NEXT?

Once you submit your application, you'll get a confirmation email letting you know it was received. If you don't see it in your inbox, be sure to check your junk, spam, or other folders—sometimes it likes to hide there!

IF YOU DO NOT RECEIVE THE CONFIRMATION EMAIL, CONTACT CFOV.

After the application deadline passes, CFOV works closely with the advisory committee to review and score all applications. There's no need to reach out about the status of your application, as we'll be in touch with you either way to let you know if your request was approved. Since the evaluation process can take some time, we truly appreciate your patience as we go through everything.