

Northern WV Brownfields Assistance Center
(NBAC)

APPLICATION FOR
FOCUS WV Brownfields
Mini Grant Program

The program supports brownfields redevelopment by investing in the basic
Foundation for Overcoming Challenges and Utilizing Strengths of WV
communities.

Application Due Date: November 24, 2008

**ALL APPLICATIONS MUST BE POSTMARKED NO LATER THAN
NOVEMBER 24, 2008**

**APPLICATIONS POSTMARKED AFTER
NOVEMBER 24, 2008, WILL NOT BE ACCEPTED**

Please return application to:

**Attn: Patrick Kirby
Northern WV Brownfields Assistance Center
NRCCE Building 150 Evansdale Drive
Suite 202 PO BOX 6064
Morgantown, WV 26506-6064**

**The FOCUS WV Brownfields Mini Grant Program is funded by
the Claude Worthington Benedum Foundation**

FOCUS WV BROWNFIELDS PROJECT
APPLICATION CHECKLIST

The following is the format which is to be followed in preparing your application. Please include the following sections in your application package in the order in which they are listed. Items 3 and 4 must not exceed a total of 6 pages double space pages. Please use 12 point font; 8-1/2" x 11" paper; and 1 inch margins. Do not bind application or place in a folder. Staple it at the upper left corner only. The original and one copy of this application must be postmarked by the due date of November 24, 2008.

Please be specific and use appropriate page numbers in the spaces provided (do not use checkmarks). ALL PROJECTS MUST INCLUDE THE FOLLOWING COMPONENTS:

Page #	1. APPLICANT/PROJECT INFORMATION & SUMMARY
	a) Application Cover Sheet (Form A attached)
	2. SIGNATURE FOR CERTIFYING OFFICIAL (Form B Attached)
	3. PROJECT DESCRIPTION
	<ul style="list-style-type: none"> a) Name of the project/site b) Description of the site <ul style="list-style-type: none"> i. Location ii. Historical use of the site iii. Current status of the site iv. Environmental information/reports on the site v. List of community stakeholders impacted by the site vi. Description of level of community involvement and other support for site redevelopment c) Project Vision <ul style="list-style-type: none"> i. Describe the potential for the future of the site ii. Discuss any efforts that have been previously made to encourage site redevelopment iii. Significance of the site redevelopment to the community d) Description of the proposed activities for funding <ul style="list-style-type: none"> i. Provide a detailed description of the proposed activities ii. Provide a plan for implementing the activities iii. Discuss how the activities will further site redevelopment iv. Discuss any broader community goals that the activities may facilitate
	4. CAPACITY FOR PROJECT IMPLEMENTATION
	<ul style="list-style-type: none"> a) Provide applicant ability to administer grant funds b) Provide a plan for continuing site redevelopment plans after completion of the project c) Identify how the community will be involved in the project
	5. BUDGET (Form C attached)
	6. SIGNED LETTERS OF SUPPORT (Optional)
	7. PROOF OF NON-PROFIT STATUS (If Applicable)

**FOCUS WV BROWNFIELDS PROGRAM APPLICATION
COVER SHEET (Form A)**

Section I: APPLICANT/PROJECT INFORMATION and SUMMARY

A. General Information:

Applicant: _____
Certifying Official: _____ Title: _____
Contact Person: _____ Title: _____
Address: _____
City, State, Zip: _____
Telephone Number: _____ Fax Number: _____
E-Mail Address: _____
Project Name: _____

Project
Summary: _____
Funding
Requested: _____

B. Site Information:

Name of Site: _____
Name of Most Recent Site Owner (if known): _____
Site Category: ___ Commercial ___ Industrial ___ Public ___ Agricultural ___ Other
If "Other" please describe: _____
Name of Nearest Community Where Site is Located: _____
County in Which Site is Located: _____
Please provide information on the distance the site is from transportation infrastructure:
Highway _____ Airport _____
Rail _____ River _____

I understand that further site information will be required to complete the site analysis. I will cooperate to provide that information to the best of my ability.

SIGNATURE PAGE FOR CERTIFYING OFFICIAL (FORM B)

All approved applicants will be required to enter into individual project negotiations prior to contract award and project commencement. All grantees will be required to attend a mandatory FOCUS WV SITE SHOWCASE.

I certify that all statements in this application and the attached documents are true and correct to the best of my knowledge. Furthermore, I am authorized by my organization to apply for the FOCUS WV Brownfields Mini Grant, and I agree to participate in the evaluation and FOCUS WV SITE SHOWCASE components of the program.

Signature of Certifying Official/Applicant

Date

BUDGET FORM (FORM C)

Please complete Form C with the project budget information. As a reminder, Administrative Costs, Indirect Costs, Equipment Purchases, and Construction Costs, are not permissible.

Site Name: _____

Applicant Name: _____

Applicant's Organization: _____

Budget Period: January 2, 2009 – August 21, 2009

Project Tasks	Activities	Total \$
Site Assessment/ Education		
Capacity Building/ Community Development		
Revitalization Planning/ Entrepreneurship		
Total		