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Friday Harbor, WA 98250
(360) 378-1001
www.sjicf.org
grants@sjicf.org

Guidelines for Grant Applicants

Dear Grant Applicant:

Thank you for your interest in applying for a grant from the San Juan Island Community Foundation. We are interested in learning about your organization and about how the Foundation might assist you in achieving your goals to support and enhance our community.

These guidelines are designed to help you – the grant seeker – with the general information you need to apply for a grant and are not a guarantee of success. The Community Foundation receives many more requests for funding support than there are funds available and each proposal is evaluated on its potential value to the San Juan Island community, funds available for disbursement and the quality of planning, leadership, collaboration and vision expressed in the proposal.

Please be aware that all applicant organizations are required to be registered on the Foundation's website. Call (360) 378-1001 to get started or send an email to info@sjicf.org. The information we collect online is building a database of local organizations and is for internal use only.

Getting Started

We require that all applicants discuss their prospective proposal idea with us *before* submitting an application. In some cases, several meetings may be held. In this way, we can better understand what you seek to achieve and give you the opportunity to learn more about our process and how we might be of service to you. An overwhelming number of positive reports have been received about the value of these meetings. They often generate creative thinking and synergies. Applications that have not met this criteria cannot be considered for funding support. Your grant application may be submitted following the in-person meeting(s).

Applications *must* be received or postmarked by the deadline date. Please see our website (sjicf.org) for deadline dates or call the office, 378-1001.

Applications are reviewed four times a year. Projects are not funded retroactively.

Our grant application consists of three parts and supporting documents. Part I is an opportunity for you to tell us about your organization. Part II is specific to the project you are requesting funds for. Part III is the specific project budget and budget explanations. We also request the organization's financial reports and information and, letters of support when appropriate. See Application Packet Checklist on page 3.

Thank you for your interest in working with the Community Foundation to support and enrich our community. If you have any questions or would like help applying for a grant, please feel free to call ~ 378-1001.

Scott Boden, Chair
SJICF Grants Committee

and

Carrie Unpingco,
Executive Director

Who is eligible to receive a grant?

The Community Foundation may only give grants to tax-exempt organizations, 501(c)(3)s as defined by the IRS in sections 509(a)(1) and 509(a)(2). We may award grants to local non-profit branches of 501(c)(1) organizations, government agencies, non-profit schools and religious organizations, but only for non-religious purposes. Foundation grants are targeted to our local community. Grants made to an outside organization must be used for programs that directly benefit the local community. Grants made from Donor Advised funds are different and may be made at the request of the donor and may be awarded to any qualifying organization throughout the world.

What types of projects are supported?

- Projects that address current or emerging community needs;
- Projects that are well-designed, collaborative and supported by others outside the organization and,
- Projects that are new and innovative, have a marketing plan and address the sustainability of the project.

What types of projects or organizations are not supported?

- Projects that benefit individuals directly;
- Religious organizations where the funds would be used to further the organization's religious purpose;
- Political organizations;
- Any group that discriminates as to race, creed, ethnic group, or gender;
- Travel, conferences or any form of direct financial assistance to individuals;
- Association dues;
- Budget shortfalls or debt retirement;
- Fund raising event costs;
- Projects that have already occurred are not funded retroactively and,
- We generally do not fund food and salaries.

Receiving notice of grant decision

Applicants are notified of a grant award or denial by letter. Most grants require fund development to make an award and applicants should plan for a *minimum* of 1-month notice. Sometimes it can take up to 3-months or longer. Please plan the timing of your project accordingly and know that an unsuccessful application does not reflect the worthiness of the project. The Foundation receives more requests than it can fund. Any organization that has been denied funding is encouraged to contact staff for further discussion. Successful applicants are required to sign a Grant Award Agreement that specifies the use and terms of the grant.

Reporting Requirements and project evaluation

The Community Foundation is interested in the impact of our grant making on our community. Every organization that receives a grant award is required to report on the results by submitting a Grant Reporting Form within one year of grant receipt. Reports should detail how dollars were expended and what the project achieved. Photographs of the funded project that may be used in Foundation publications are also appreciated. Organizations not in compliance with the minimum reporting requirement will not be eligible for further funding support.

Publicity and media coverage

A thank you letter, a letter to the editor, mention of the grant award in your newsletters etc... are welcomed and help both our organizations. The Community Foundation appreciates the opportunity to review publicity in advance of publication. The Community Foundation logo may not be used without prior written consent.

Additional information and FAQs can be found on our website ~ sjicf.org or you may call the office, 378-1001.

Application Packet Checklist

Your complete grant application packet needs to contain the following items, in this order:

Part I: About the Organization

- [] Complete and sign the grant application form provided.

Part II: The Project

- [] Answer the questions listed in Part II of the grant application form. Your project narrative should be limited to no more than 3 single-sided pages with reasonable margins.

Part III: The Project Budget

- [] Include the proposed project budget.
- [] Include budget explanations as needed.
- [] If the application is for a capital project (building or equipment) include the additional information requested with explanations as needed.

Part IV: Attachments (in this order)

- [] Organization mission statement, list of Board of Directors and schedule of meetings.
- [] IRS Letter of Determination showing 501c3 status or confirmation that the Community Foundation has this on file.
- [] Most current Form 990 as filed with the IRS (first 5 pages only) or confirmation that the most current copy is posted on guidestar.com
- [] Current year operating budget.
- [] Fiscal year-to-date financial statements, audited if available:
 - Balance sheet (statement of financial position)
 - Profit and Loss statement
 - Statement of support and expenses (statement of activities)
- [] Letters of support (Required if other organizations and/or individuals are integral to the completion of the project)
- [] Brochures and/or newspaper clippings (optional)

Excellent! Your application is complete and ready for submission!



SAN JUAN ISLAND COMMUNITY FOUNDATION GRANT APPLICATION PART I

Organization Information

Organization name: [Type text]

Project Title: [Type text]

Amount requested from the Community Foundation: [Type text]

Organization Tax ID (EIN) number: [Type text]

Mailing Address: [Type text]

Website: [Type text]

Contact person: [Type text]

Position: [Type text]

Phone: [Type text]

Email: [Type text]

Do you do a physical mailing? YES NO

If yes, how often? [Type text]

When is the next mailing? [Type text]

Do you retain an email list of supporters? YES NO

Do you communicate with your supporters via email? YES NO

If yes, how often? [Type text]

When is the next email communication? [Type text]

Please describe any other outreach, events, etc. you anticipate over the next 12 months:

(example: spring newsletter, summer email, Fair booth etc....) [Type text]

Number of paid staff and number of volunteers: [Type text]

Project Overview

Project Title: [Type text]

Brief explanation of the grant request: [Type text]

Is this a new project? YES NO

Project start date: [Type text]

Project end date: [Type text]

Total project budget: [Type text]

Number of people who will directly benefit from this project: [Type text]

Amount requested from the Community Foundation: [Type text]

Funds required by: [Type text]

Briefly describe your organization's history, mission and major accomplishments and goals.

[Type text]

Briefly describe any current programs and activities. [Type text]

Describe relationships with other organizations providing similar services. [Type text]

TERMS AND CONDITIONS:

If the applying organization is awarded a grant from the San Juan Island Community Foundation for the purposes stated in this application, the following terms and conditions apply:

The funds are to be used solely for the purposes stated in your application. By accepting the grant, you agree:

- To obtain the Community Foundation's approval in writing if there are significant changes in your proposal;
- To promptly update the Community Foundation if there are changes to the:
 - Scope of the project;
 - Board of Directors membership, officers or full-time staff;
 - Significant financial changes, contractual agreements, lawsuits or conflicts of interests for the organization and,
 - Other grants for the purposes or project stated in your application.
- To provide the Community Foundation with a formal report that includes the project's successes, any difficulties encountered and how they were overcome and fund expenditure detail;
- That any portion of the grant not used by you in accordance with your proposal or in a manner that has received our subsequent written approval, is returned to the Community Foundation;
- To allow the Community Foundation to use the organization name in general marketing and/or promotional material;
- To allow all information supplied in this proposal to be distributed to the Foundation board, staff, committee members, Community Foundation fund holders and other potential donors deemed appropriate by the Foundation;
- To allow all information supplied in this proposal (except information specifically indicated in a separate written agreement signed by your organization and the Foundation) to be made public. Examples of possible public use include but are not limited to the Community Foundation website/press releases/annual reports, newsletters, etc.;
- To provide the donor(s) with a thank you letter at the time of the grant award. Donor(s) will be identified in the cover/contract letter that will accompany a grant award;
- To submit a Letter to the Editor(s) to acknowledge both the program you are providing and, the support you have received from the Community Foundation of San Juan Island;
- That this grant proposal may be considered for inclusion in the Community Foundation's 'Matching Grant Program' and if so, your organization will promote the 'Matching Grant Program' using your mailing and/or email contact lists;
- To give permission to the Community Foundation to contact partner organizations and any other references given as specified in the proposal and,
- To hold the Community Foundation harmless from all claims and consequences arising from this proposal or any subsequent award.

By signing below, I certify that the information contained in this grant application proposal is true and correct to the best of my knowledge.

Signature _____ Title _____ Date _____

SAN JUAN ISLAND COMMUNITY FOUNDATION GRANT APPLICATION PART II

PROJECT NARRATIVE

Your project narrative should be limited to no more than 3 single-sided pages with reasonable margins. Include the outline questions below in the narrative to explain the key components of your project. Please answer each question. There are no right or wrong answers. Please use a readable font size and style.

1. Describe the project and its anticipated significance to those you seek to serve, your organization and the community.
2. What community issue(s) does this project address? Why is 'now', a good time to offer or launch this project?
3. What are the project goals and objectives?
4. How will this project enhance your organization and/or make an impact on the community?
5. Who was involved in the planning and how will they benefit?
6. How does this project relate to existing programs?
7. Has this project been funded before and if so, by whom?
8. What contingency plans do you have if your fundraising goal is not reached?
9. How do you plan to support this work going forward?
10. Is there anything else you would like us to know?

Evaluating Your Project

11. What results do you expect to achieve from this project?
12. How will you measure the results?
13. How will you communicate the results to your funders?



SAN JUAN ISLAND COMMUNITY FOUNDATION GRANT APPLICATION PART III

PROJECT BUDGET AND EXPLANATION

Provide a budget that identifies and explains the sources of revenue and the expenses for this project.

Please include:

1. Project Expenses
2. *Actual* sources of revenue
3. *Potential* sources of revenue
4. *Committed* sources of in-kind support
5. *Potential* sources of in-kind support

FOR CAPITAL PROJECTS (BUILDING OR EQUIPMENT)

Include this additional information:

6. Detailed description (including architectural plans)
7. Location information
8. Property ownership
9. Identify all encumbrances
10. Permits required and permits received
11. Detailed capital budget
12. Bids or estimates from 3 different contractors or vendors