



## Guidelines for Grant Applicants

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.

### GETTING STARTED

**We require that all applicants discuss their prospective proposal idea with us before submitting an application. Please call the office at (360) 378-1001 to set up a meeting.**

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 visit <http://sjicf.org> for deadline dates, or call the office at (360) 378-1001.

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

Our grant application consists of four parts. 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. Part IV collects the organization's financial reports and other documents as needed.

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 (360) 378-1001.

Madelyn Busse, Chair  
SJICF Grants Committee

*and*

Carrie Unpingco  
Operations  
Manager

## 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 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, gender identity or sexual orientation;
- 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 fundraising 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 Evaluation & Status Report within six months of grant receipt. Reports should detail how dollars were expended and what the project achieved. Photographs with any needed permissions of the project that may be used in Foundation publications are also requested. 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 ([www.sjicf.org](http://www.sjicf.org)) or you may call the office at (360) 378-1001.



## San Juan Island Community Foundation Grant Application

### PART I - ORG INFO, PROJECT OVERVIEW, TERMS & CONDITIONS (fill out all fields)

#### Organization Information

Organization name:

Project Title:

Amount requested from the Community Foundation:

Organization Tax ID (EIN) number:

Mailing Address:

Website:

Contact person:

Position:

Phone:

Email:

Do you do a physical mailing? YES  NO  If yes, how often?

When is the next mailing? Do you retain an email list of supporters? YES  NO

Do you communicate with your supporters via email? YES  NO  If yes, how often?

When is the next email communication?

Please describe any other outreach, events, etc. you anticipate over the next 12 months:  
(example: spring newsletter, summer email, Fair booth etc....)

Number of paid staff and number of volunteers:      Paid Staff                  Volunteers

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

Briefly describe any current programs and activities.

**VIEW ONLY**

**Please visit [sjicf.org](http://sjicf.org) to fill out the grant application.**

## PART I (continued)

### Project Overview

Project Title:

Brief explanation of the grant request:

Is this a new project?    YES     NO

Project start date:

Project end date:

Total project budget:

Number of people that project will directly benefit:

Amount requested from SJICF:

Funds required by:

## PART I (continued)

### 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.
- Within six months of receipt of funds, to provide the Community Foundation with a formal report that includes and quantifies 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 include permissions for submitted photos;
- 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 typing your name below, you certify the information contained in this grant application proposal is true and correct to the best of your knowledge, and you agree with the terms and conditions above. If the grant is awarded, an official signature will be collected in person during disbursement.**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_



## PROJECT NARRATIVE

Your project narrative should be limited to no more than 2 single-sided pages with reasonable margins. **Include the outline questions below in the narrative to explain the key components of your project.** Answer each question, there's no right or wrong answers.

1. Describe the project and its anticipated significance to those you seek to serve, your organization and the community. Include quantifiable information.
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. Describe relationships your organization has with other organizations providing similar services.
5. How will this project enhance your organization? How does it fit with your mission and/or make an impact on the community?
6. Who was involved in the planning and how will they benefit?
7. How does this project relate to existing programs?
8. How will you inform the community and program beneficiaries about this project?
9. Has this project been funded before and if so, by whom?
10. What contingency plans do you have if your fundraising goal is not reached?
11. How do you plan to support this work going forward?
12. Is there anything else you would like us to know?

**EVALUATING YOUR PROJECT** Please include quantifiable information.

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?

## HOW TO ATTACH DOCUMENTS TO THIS APPLICATION

1. In Acrobat click **Tools** tab at the top of this Application, then select **Comment** under Review & Approve.
2. Click the **Paperclip** icon in the editing tools across the top; and choose Attach File in the dropdown.
3. Click anywhere on this page with the paperclip icon and you'll be prompted to attach a file.

*For the remainder of this Application you'll see a red paperclip icon each place a document needs to be attached. Follow instructions above to attach documents as needed. Application can also be printed and all attachments submitted in hard copy form.*



## PROJECT BUDGET AND EXPLANATION

Provide a budget that identifies and explains sources of revenue and 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

## CAPITAL PROJECTS

*For projects with building or equipment please include details for 6-12 below as well.*

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

## PART IV - ADDITIONAL SUPPORTING DOCUMENTS



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



Brochures, newspaper clippings, current annual report (optional)



Letters of support (required if other organizations and/or individuals are integral to the completion of the project)

### FISCAL YEAR-TO-DATE FINANCIAL STATEMENTS, AUDITED IF AVAILABLE



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. NOTE: if your organization serves more than the San Juan Island community, please include your operating budget for San Juan Island.



Balance sheet (statement of financial position)



Profit and Loss statement

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### APPLICATION COMPLETE!

Please email completed application to [grants@sjicf.org](mailto:grants@sjicf.org), or print and mail or deliver in person, see below.

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**OR**

#### **Mail completed application:**

San Juan Island Community Foundation  
Attn: Grants  
PO Box 1352  
Friday Harbor, WA 98250

#### **Hand deliver completed application:**

San Juan Island Community Foundation  
640 Mullis Street  
Suite 104  
Friday Harbor, WA 98250