



San Juan Island Community Foundation Grant Application

Part I – Organization & Project Overview

Organization

1. Organization Name:
2. Organization Tax ID (EIN) Number:
3. Mailing Address:
4. Website:
5. Contact Person:
6. Position:
7. Phone:
8. Email:
9. Please describe any outreach activities or events you have planned in the next twelve months:
10. Number of paid staff:
11. Number of volunteers:
12. Briefly describe your organization's history, mission, and major accomplishments & goals:
13. Briefly describe your organization's communication strategy:
14. Have you previously received a grant from SJICF?

VIEW ONLY

Please visit sjicf.org to fill out a grant application.

Project

1. Project Title:
2. Brief description of the grant request:
3. Is this a new project?
4. Number of people the project will directly benefit:
5. Project start & end dates:
6. Total project budget:
7. Dollar amount requested from SJICF:
8. Date funds are required:



Part II – Project Narrative & Evaluation

Your project narrative should be no more than **3 single-sided pages** with reasonable margins. Answer the following questions in your narrative, and remember there are no right or wrong answers:

1. **What is the project?** Describe the project and its importance to the people or community you aim to serve.
2. **Who will benefit?** Explain who will benefit from this project.
3. **What community issue does this address?** Why is this a good time to launch the project?
4. **Project goals and objectives:** What do you hope to achieve with this project?
5. **Collaborations:** Describe your organization's relationships with other groups offering similar services.
6. **Organizational impact:** How will this project strengthen your organization? How does it align with your mission and benefit the community?
7. **Community outreach:** How will you inform the community and program participants about this project?
8. **Previous funding:** Has this project been funded before? If so, by whom?
9. **Contingency plans:** What will you do if you don't reach your fundraising goal?
10. **Sustainability:** How do you plan to continue this work after the grant period ends?
11. **Anything else:** Is there any other important information we should know about?

Evaluating Your Project

Please include measurable details:

1. **Expected results:** What outcomes do you expect from this project?
2. **Measuring success:** How will you measure the results?
3. **Communicating results:** How will you share the results with your funders?



Part III – Project Budget & Explanation

Please provide a detailed budget that includes the following:

1. **Project expenses:** List all anticipated expenses for the project.
2. **Actual revenue sources:** Include any secured funding.
3. **Potential revenue sources:** Mention any possible future funding sources.
4. **In-kind support:** List committed in-kind support (e.g., donated goods, services).
5. **Potential in-kind support:** Mention any possible in-kind support.

Capital Projects (Building/Equipment)

A capital project refers to a long-term, significant investment used to build or substantially improve a nonprofit's physical infrastructure, like a new building, major renovations to an existing facility, or purchasing large pieces of equipment, with the goal of enhancing the organization's ability to serve more people or significantly improve its services; typically requiring a dedicated fundraising campaign due to its substantial cost. For capital projects, include the following details:

1. **Project description:** Provide a detailed description (include architectural plans if available).
2. **Location information:** Where will the project take place?
3. **Property ownership:** Who owns the property?
4. **Encumbrances:** Identify any liens or other financial claims on the property.
5. **Permits:** List required permits and those you have already received.
6. **Capital budget:** Provide a detailed capital project budget.
7. **Contractor/Vendor estimates:** Include bids or estimates from contractors or vendors.

Part IV – Documents to Attach

If you have applied for a grant within the last two years, you may skip the following sections **except for Letters of Support**. Please include Letters of Support even if you've applied in the past.



1. **Mission Statement:** Include your organization’s mission statement, a list of board members, and meeting schedule.
2. **IRS Letter of Determination:** Include your IRS 501(c)(3) determination letter.
3. **Optional Materials:** Relevant brochures, newspaper clippings, or your most recent annual report.
4. **Letters of Support:** Required if other organizations or individuals are involved in the project.
5. **Financial Documents:** Most recent financial statements (audited if available).
 - **Form 990:** The first 5 pages of your most recent Form 990, or confirmation that it’s posted on GuideStar/Candid.
 - **Current operating budget:** Include your organization’s operating budget for San Juan Island (if applicable). NOTE: if your organization serves more than the San Juan Island community, please include your operating budget for San Juan Island.
 - **Balance Sheet & Profit and Loss Statement**

Terms and Conditions

If your organization is awarded a grant from the San Juan Island Community Foundation (SJICF), the following terms apply:

- **Use of Funds:** The grant must be used only for the purposes stated in your application. If there are significant changes to the project, you must get written approval from SJICF.
- **Updates:** Keep SJICF informed about any major changes, including:
 - Project scope
 - Changes to your Board of Directors, officers, or full-time staff
 - Major financial changes, legal matters, or conflicts of interest
 - Other grants related to your project
- **Reporting:** Within six months of receiving the grant, you must submit a report to SJICF.

The report should include:

- Details of the project’s success and challenges



- How the challenges were addressed
- How the grant funds were spent
- **Unspent Funds:** If any grant funds are not used as outlined in your application (or without written approval from SJICF), you must return those funds.
- **Marketing and Promotion:** You agree to let SJICF use your organization's name in promotional materials. You also give permission for any submitted photos to be used.
- **Information Sharing:** SJICF may share the information from your proposal with its board, staff, partners, and potential donors.
- **Publicity:** You agree that information from your proposal (unless specified otherwise) may be made public, including on SJICF's website, press releases, annual reports, newsletters, etc.
- **Donor Acknowledgement:** You will send a thank-you letter to the donor(s) at the time of the grant award. Donor names will be included in a cover letter.
- **Marketing:** You agree to publish your program support received by SJICF in your organization's social media posts and print materials.
- **References:** You give permission for SJICF to contact any partner organizations or references listed in your proposal.
- **Liability:** You agree to hold SJICF harmless from any claims related to this proposal or any subsequent award.

By signing your name below, you certify that all information in this application is true and correct, and you agree to these terms.

Signature:

Title:

Date: