SAN JUAN ISLAND
COMMUNITY
FOUNDATION

SJICF Grant Application Guidelines

Thank you for considering the San Juan Island Community Foundation (SJICF) for your grant application! We're excited to learn more about your organization and explore how we can work together to support and strengthen our community.

This guide will walk you through the steps and provide important information to help you apply for a grant. Because we receive more funding requests than we can grant, we carefully review each proposal based on how it will benefit the San Juan Island community, available funds, and the overall quality of the proposal.

Getting Started

Before you submit your grant application, we ask that you first discuss your project idea with us. Please call our office at (360) 378-1001 to schedule a pre-application meeting. These meetings are a valuable opportunity for us to better understand your goals and for you to learn more about our process. Many applicants find these conversations spark creative ideas and help refine their proposals.

Note: Applicants who don't have a pre-application meeting may not be considered for funding, unless a waiver is granted by SJICF grant staff. After your meeting(s), you can submit your application.

Applications are reviewed twice a year, and they must be submitted by the deadlines listed on our website (sjicf.org) or by calling us at (360) 378-1001. We do not fund projects that have already been completed, and we cannot fund retroactive requests.

Our Application Process

The application is divided into four sections:

1. **Organization Information:** Tell us about your organization.
2. **Project Proposal:** Describe the project for which you're seeking funding.
3. **Project Budget:** Provide a detailed project budget and any necessary explanations.
4. **Financial Reports:** Submit your organization's financial documents and other supporting materials.

If you have any questions or need assistance, don't hesitate to call us at (360) 378-1001.

Warmly,
Amy Saxe-Eyler, Chief Executive Officer Carrie Unpingco, Nonprofit Relationship Manager

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Who Can Apply?

SJICF grants are available to:

- Tax-exempt organizations (501(c)(3)s) as defined by the IRS.
- Local non-profits, government agencies, non-profit schools, and religious organizations (only for non-religious purposes).
- Grants may be awarded to outside organizations if their programs directly benefit the San Juan Island community.

Note: Donor-Advised Fund grants may be used for organizations globally, depending on the donor's preferences.

What Types of Projects Do We Support?

We prioritize projects that:

- Address current or emerging community needs.
- Strengthen and improve the community's health, resilience, and well-being.
- Are well-planned, collaborative, and supported by others.
- Are innovative and sustainable.
- Serve underserved groups in the community.
- Align with and support your organization’s mission.

What Types of Projects or Organizations Are Not Supported?

We do not fund:

- Projects that benefit individuals directly.
- Religious organizations (if funds are for religious purposes).
- Political organizations.
- Groups that discriminate based on race, creed, ethnicity, gender identity, or sexual orientation.
- Budget shortfalls, debt, or membership dues.
- Fundraising event costs.
- Projects that have already been completed.

We may also limit funding for salaries, conferences, travel, and food, depending on the project.

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Grant Decision Notifications

Applicants will be notified by email about their grant status. Please plan for a minimum of one month for fundraising efforts, although it can sometimes take up to three months. If your application is not approved, we encourage you to contact us for feedback. Remember, SJICF receives more requests than we can fund, so a denial doesn't reflect the quality of your project.

If awarded a grant, you will need to sign the SJICF Terms & Conditions agreement, which outlines the grant's use and requirements.

Reporting Requirements & Project Evaluation

We want to measure and understand the impact of our grants on the community. Every grantee must submit a Grant Evaluation & Status Report within six months of receiving the grant. The report should detail how the funds were used and what the project accomplished. We also request photos, with permission, of the project for potential use in SJICF publications.

Failure to submit the required report may result in ineligibility for future funding.

Publicity & Media Coverage

We encourage you to publicly acknowledge the grant through your organization's social media posts or newsletters. It's a great way to highlight the work being done, and it brings awareness to both organizations. SJICF also appreciates the opportunity to review publicity materials before they are published. Please note, our logo cannot be used without permission.

For additional information, FAQs, or any questions, feel free to visit our website or call us at (360) 378-1001.