



Community Giving Fund – Small Grants Program Guidelines & Application Process

Maximum \$15,000.00

Your organization must first have submitted a Grant Inquiry Form, then received a written invitation to submit a grant application for this program.

The Community Foundation is a public, non-profit Foundation. Since 1984, the Community Foundation has awarded grants to support community-based efforts to address local issues.

Guidelines and grant applications may be downloaded at www.cfsww.org, or you may request one by calling our office at 360.694.2550 or via email to anne@cfsww.org.

Funding areas include, but are not limited to:

- ◆ Arts and Culture
- ◆ Children
- ◆ Civic and Community Building
- ◆ Conservation
- ◆ Education
- ◆ Health and Human Services

Discrimination Policy

The Community Foundation does not discriminate on the basis of race, religion, sexual orientation, physical circumstances or national origin. Grant applicants must hold similar standards. Grant applications from organizations known to have discriminatory policies will not be considered.

To be eligible for funding, applicant organizations must meet the following criteria:

- ◆ Be located in or serve a specific population in Clark or Skamania counties
- ◆ Qualify as tax-exempt under Section 501(c)(3) of the Internal Revenue code
- ◆ Submit not more than one grant proposal annually
- ◆ Must have submitted the Final Grant Report and photographs for prior Community Foundation grants

HOW TO APPLY

Your organization must first submit a **Grant Inquiry Form** to the Community Foundation. You will receive notification advising your organization that the grants committee would like you to submit a full grant proposal, OR that your inquiry has been declined.

Grant Inquiry Form 2012 Timeline

Grant Inquiry Forms are accepted December 1 – January 15.

The Grants Advisory Committee will review Grant Inquiry Forms in early-February.

Applicant organizations will receive written notification by mid-February of the committee's decision to invite organizations to submit a full proposal OR organizations will be advised that the committee has declined the inquiry to submit a full proposal.

Grant Proposal 2012 Timeline

For applicant organizations invited to submit full proposals, the due date will be March 5.

Grants will be awarded in May.

Grants range from \$1,000.00 - \$15,000.00. Priority consideration may be given to the applicant organization's history, including, but not limited to:

- ◆ Leadership in its field
- ◆ Stability of its staff and board
- ◆ Effectiveness of its programs in Southwest Washington
- ◆ Breadth and depth in its private fundraising
- ◆ Competency in fiscal management
- ◆ Collaboration with other organizations

If asked to submit a full grant proposal, applicants must complete the following components of the Community Foundation application and include attachments, assembled in the order listed below and emailed or mailed to the address on the Grant Application Form.

- ◆ Community Giving Fund - Small Grants Program Application
- ◆ Cover letter signed by the Executive Director or President and Board Chair of the applicant organization, that succinctly states the organizational endorsement of the application
- ◆ List of your current Board of Directors, their terms and contact information
- ◆ List of current year's Board of Directors meeting dates, times, locations
- ◆ Program or project narrative (*limit of two typewritten pages; must use 12-point font*) addressing points listed in Detailed Program or Project Narrative section
- ◆ Itemized program or project budget, showing revenues and expenses (separately), on one page

- ◆ Current letters of support from those who are partnering with your organization on this program or project and those who will benefit from it
- ◆ Organizational operating budget for the current year and projected budget for next year, if available
- ◆ Actual previous year's budget (*add to original packet, only*)
- ◆ Audited financial statements, if available (*add to original packet, only*)
- ◆ Most recent Annual Report and/or other publication that provides us detailed information about your organization
- ◆ Copy of your organization's tax determination letter from the IRS documenting tax-exempt status under Section 501(c)(3) of the IRS code, if applicable

Ineligible for Funding:

- ◆ Capital campaigns
- ◆ Churches, sectarian or religious programs
- ◆ Conference expenses
- ◆ Debt reduction
- ◆ Establishment of endowment funds
- ◆ Foundations - Examples: colleges and universities, hospitals and medical centers, school districts
- ◆ Individual recipients
- ◆ Operating support, except where a grant may have strategic impact on the long-term viability of programs of high priority to the Community Foundation
- ◆ Parent Teacher Associations, Parent Teacher Organizations
- ◆ Private schools
- ◆ Recurring requests from a grantee for the same purpose for which a Community Giving Fund grant has been previously awarded
- ◆ Research projects
- ◆ School districts, educational service districts, colleges, universities and their respective foundations
- ◆ State agencies
- ◆ Travel expenses for individuals or groups such as school classes, bands, sports teams

Detailed Program or Project Narrative - Clearly explain the following in your narrative.

Program or Project Description

- ◆ Present a clear, detailed description of your program or project, including activities, timetable, and who and how many will benefit from it.
- ◆ Why is the program or project vital to the community at this time? Document the compelling need.

Qualifications

- ◆ Explain why your organization is qualified to implement the program or project, including identification of key personnel, their qualifications, and what their roles would be.

- ◆ Explain why the program or project is important to your organization and how it will help you accomplish your organization's mission and current goals.
- ◆ Show how collaboration with others in your community, if applicable, will strengthen or otherwise be an important factor in this program or project.
- ◆ Is volunteerism a part of this program or project? If so, please explain?

Results and Follow-Up

- ◆ Describe the expected outcomes of the program or project and why its activities are expected to achieve these outcomes.
- ◆ How do you plan to measure the success of your program or project?
- ◆ Describe your future funding plan for sustainability of the program or project after the grant period.

Please note that greater consideration may be given to organizations that collaborate with other local organizations on the same or similar issues.

Developing a Strong Grant Proposal for the Community Foundation

To have the best opportunity for approval of a Community Foundation grant, proposals should be clearly written and present a strong case for support. As a courtesy, we have listed examples of characteristics that make a proposal more competitive.

- ◆ Responds to a demonstrated or emerging community need
- ◆ Provides proven or new approaches to solving community problems
- ◆ Outlines capacity of the organization, staff and volunteer leadership to implement and complete the program or project
- ◆ Shows elements of coordination, sharing, and support of program or project among charitable organizations. Eliminates project duplication; Encourages creative partnerships
- ◆ Volunteer participation and citizen involvement, if applicable
- ◆ Projected results show tangible (measurable) benefits and solutions to community problems
- ◆ The program or project budget and grant request are commensurate in size with the proposed impact of the program or project
- ◆ Has a clearly defined timetable
- ◆ Has a clear plan for financial sustainability/leveraging resources; includes plan for development of new sources of support from private funding sources and volunteers

What Happens After We Receive Your Grant Application and Supporting Materials

Each application is thoroughly reviewed by our grants advisory committee. Interviews are scheduled for each applicant organization that will make a presentation to the committee. The committee then recommends grants for funding to our Board of Directors. Once approved, we send written notification to your organization. Grants are typically presented at nonprofit Board of Directors meetings in May and June.

Grant Reporting Requirements

The Community Foundation has an obligation to the community and to our donors to ensure that grant funds are spent responsibly. In an effort to inform our constituency and evaluate our investment in your organization, the Community Foundation requires grant recipients to complete the following:

- ◆ Within the time period specified in your grant award letter, the Interim and/or Final Grant Report, which can be accessed on our website, must be submitted. Photographs are greatly appreciated. If applicable, it is your responsibility to secure releases from those pictured in all photographs you submit to us. If you have any questions about this process, please contact us.
- ◆ If, for any reason, you encounter difficulties with your program or project and are unable to use grant funds as outlined in your proposal, please call us to discuss the details. We understand that sometimes unexpected challenges arise, and we will do our best to work with you on a solution satisfactory to all parties. We also understand that sometimes challenges prevent a program or project from being implemented, altogether. In those instances, your organization must return the grant funds to the Community Foundation.
- ◆ Please note that in order to remain eligible for future grants, your organization must report any program or project changes or difficulties to Anne Digenis as soon as possible. Discovering this type of information on our own will reflect poorly on your organization's management of grant funds and may jeopardize future funding.

Compliance

If we are not satisfied with the progress of the program or project for which you have received grant funds or we are not satisfied with the content of any written report, we reserve the right, at our discretion, to cancel the grant, and request that you return any unspent grant funds previously distributed to you by the Community Foundation.

Public Reports

We may include information on this grant in our printed materials, on our website and may also refer to this grant in press releases. If you would like to make an announcement about this award, please provide us the opportunity to comment in advance on the proposed media release by contacting Anne Digenis, Donor Services and Grants Officer at 360.694.2550 or anne@cfsww.org.