



La Center Casinos Charitable Fund Guidelines & Application Process

The Community Foundation is a public, nonprofit Foundation. Since 1984, the Community Foundation has supported 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.

The **La Center Casinos Charitable Fund**, administered by the Community Foundation, is funded by gifts from the La Center casino owners.

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.

WHO IS ELIGIBLE TO APPLY?

The **La Center Casinos Charitable Fund** serves the geographic area of La Center. Any nonprofit organization or public agency serving the La Center community may apply for funding.

GRANT APPLICATION AND REVIEW PROCESS:

The Community Foundation and the La Center Casinos Charitable Fund Grants Advisory Committee review grant applications quarterly. The deadlines for applications to be in our office are **March 31st, June 30th, September 30th, and December 31st**. Applicants are advised in writing of decisions on grant awards four to six weeks after the deadline date.

After grant proposals are reviewed, the grants advisory committee submits funding recommendations to the Community Foundation Board of Directors. The Board awards grants to programs and projects that improve the quality of life for residents of La Center and that enhance the community as a whole.

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 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.

SUBMISSION OF GRANT APPLICATION AND SUPPORTING MATERIALS:

The original grant application and original supporting materials must include, in the order listed:

- ◆ Grant application
- ◆ Program or project narrative (**limit of two typed pages in 12-point font**) addressing the questions under the narrative section
- ◆ Detailed program or project budget, separately listing itemized revenues and expenses
- ◆ List of your current Board of Directors, their terms and affiliations

- ◆ Current letters of support from those who are partnering with your organization on this program or project and those that will benefit from your project
- ◆ Your organization's determination letter from the IRS granting 501(c)(3) tax-exempt status

Send all grant proposal packets to:

Anne Digenis, Donor Services and Grants Officer
Community Foundation for Southwest Washington
1053 Officers Row
Vancouver, WA 98661

** Once reviewed, you may be asked to produce additional information.

PLEASE NOTE

- ◆ **Incomplete proposals will not be considered for funding.**
- ◆ **Materials sent separately will not be added to proposals.**
- ◆ **Do not put proposals in any type of folder or binder. Staple materials of each packet together in top left-hand corner.**

FUNDING NOT ALLOWED FOR:

- ◆ Capital campaigns
- ◆ Debt reduction
- ◆ Establishment of endowment funds
- ◆ Funds for re-granting
- ◆ Ongoing operating expenses, operating expenses in response to annual fund drives
- ◆ Sectarian or religious programs
- ◆ Specific research or medical projects