



Community Foundation Grant Programs Guidelines and Application Process

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

- Be located in or serve specific populations in Clark, Cowlitz or Skamania counties
- Qualify as tax-exempt under Section 501(c)(3) of the Internal Revenue code

HOW TO APPLY

Applications are submitted via our online system. Link can be found on our website at www.cfsww.org. Please send all questions to grants@cfsww.org.

Timeline for 2017 Grants:

- Focus and Enrichment grant applications are accepted during two cycles: December 1, 2016 through January 31, 2017 and again June 1, 2017 through July 31, 2017.
- First cycle grants are awarded in May 2017, second cycle grants in November 2017.
- Flexible grant applications are accepted year-round and awarded one month after the application is submitted.

Ineligible for Funding:

- Debt reduction
- Establishment of endowment funds
- Individual recipients
- Parent Teacher Associations, Parent Teacher Organizations, Booster Clubs

Proposals should be clearly written and present a strong case for support. Priority consideration may be given to applicants based on the following:

1. Appropriate partnerships and collaborations to address a community need in Southwest Washington.
 - Shows elements of coordination and sharing; encourages creative partnerships
2. Competency in fiscal management with a clear path for fiscal sustainability and flexibility.
 - Budgets and request amounts are commensurate in size with the proposed impact of the program; additional support is sought from other charitable institutions
3. Capacity to carry out and grow programs consistent with the mission.
 - Outlines capacity of the organization, staff and/or volunteer leadership to implement and complete the program
4. Clearly defined programs that avoid duplication and are based on best practices in the field.

- There is evidence that the approach is effective
5. Outcomes and activities are realistic, measurable and meaningful to the community.

There are some differences between our grant programs as detailed below:

Focus Grants

- This program is designed for organizations that can clearly demonstrate how they are impacting intergenerational poverty in a meaningful and measurable way, specifically how your organization's program(s) break the cycle of intergenerational poverty. Priority is given to organizations that approach this issue broadly and creatively. Examples may include efforts focused on health, food security, housing, asset building, education and others. Please reference the September 2015 [blog](#) post for additional examples.
- Up to 80% of the foundation's discretionary grant dollars are awarded in this focus area.
- Organizations can apply for program, operating or capital support
- There is no limit to the amount an applicant can request. Grants average \$25,000.

Enrichment Grants

- This program is designed for applications that fall outside of the foundation's focus area of breaking the cycle of intergenerational poverty. Examples include efforts focused on the arts, environment and others.
- Organizations can apply for program, operating or capital funding
- There is no limit to the amount an applicant can request. Grants average \$25,000.

Flexible Grants

- This program is designed to provide non-profits with the freedom to take risks, to innovate, to learn and adapt to organizational and community needs.
- By offering both program specific and general operating grants, non-profits gain the flexibility to direct their spending where it is most needed.
- The maximum amount awarded to an organization is \$10,000
- Grants may fall outside of the strategic framework of the foundation's focus and enrichment grant program
- General operating support is, unrestricted working capital to sustain day-to-day operations and can include:
 - Rent, salaries, technology and other infrastructure; small capital projects; organizational capacity and effectiveness (staff trainings, and/or strategic, marketing, fundraising or program planning/evaluation etc.) & sponsorships requests *up to \$2,000*
- Program-related grants are project specific and can include:
 - Seed funding for new organizations or program expansion
- Priority for this program is given to smaller nonprofits

What Happens After We Receive Your Grant Application and Supporting Materials

Each application is thoroughly reviewed by staff and our Discretionary Grant Committee. Interviews of applicant organizations may be scheduled with our Committee. The Committee then approves grants or may recommend that a grant proposal be elevated for further review by our Board of Directors. Once approved, we send written notification to your organization.

If you would like to view your submitted application after the deadline, visit <https://app.smarterselect.com/login> to enter the email address and password associated with your account.

Grant Reporting Requirements (for Focus and Enrichment Grant Programs Only)

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 year after the awarded grant, an Interim and/or Final Grant Report must be submitted. The report form can be found on our website at <https://www.cfsww.org/nonprofits/grant-programs/>
- If for any reason you encounter difficulties with your program 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 from being implemented, altogether. In those instances, your organization must return the grant funds to the Community Foundation.
- Grantees are eligible to receive funds from the Foundation for consecutive periods of up to three years. After three years, grantees will be required to wait a period of 12 months before receiving funding. Exceptions to this policy will be made under certain circumstances. Requests for exceptions should be directed to Program Officer who will make a decision in consultation with the Foundation President and, when applicable, the discretionary grants committee. An interim or final report must be submitted before applying for all future funding.

Compliance

If the organization fails to make progress towards the outcomes outlined in the grant application, the foundation reserves the right to cancel the grant and request the unspent portion of the grant be returned to the foundation.

Public Reports

We may include information about your organization's grant in our communications materials. We also share grant applications with our donor advisors. If you would like to make an announcement about an award, please provide us the opportunity to comment in advance on the proposed media release by contacting Maury Harris at 360.694.2550 or maury@cfsww.org. 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.

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.