

**2018 OICF Grant Application Form**

**2018 Grant Applications must be submitted online no later than**

**Friday, March 9, 2018**

OICF’s mission is to “foster philanthropy to enhance the quality of life on Orcas Island.” OICF’s Annual Grant Program, together with our Holiday Catalog, is one way we try to build awareness about the good work you do in our community, and raise funds to support your programs. With 110+ nonprofits on Orcas, not every organization can be included in every cycle. Our hope is to strengthen as many organizations as possible. In 2017 over $2 million was distributed through OICF—$224,420 in the annual grants process. Consider this application an opportunity to showcase your organization and enhance awareness of the important work you do to make Orcas Island a healthy, vibrant community.

**Important Updates to the OICF Annual Grant Process**

Grant requests should be no greater than $25,000; if you have needs that require more funding please contact OICF to discuss. While all grant applications will be considered, OICF will prioritize proposals based the following criteria:

* Does the proposal address a specific need?
* What is the likelihood for success of the proposal?
* Is there duplication of services offered on Orcas for this service/request?
* Does the proposal serve a large number of islanders?

OICF will consider applications that cover part of a nonprofit’s critical or general operating funds. OICF wishes to help nonprofits become healthy, effective, and efficient—and be good stewards of community resources. We will likely not consider multiple requests from one organization in the same cycle, unless your organization serves as a fiscal sponsor for program(s).

All application questions have a 1000 character limit. Please stay within this limit and remember that an OICF Grants Committee member will interview you and you’ll be able to elaborate on the details of your request at that time.

**Checklist**

* Completed Word.doc application, saved as pdf
* Completed online application (link from [www.oicf.us](http://www.oicf.us)), including an image
* Additional materials if request is over $3,000

*We strongly urge you to discuss your grant proposal ideas with OICF before you submit a final application. Contact OICF by phone at 360-376-6423 or email at* *info@oicf.us**.*

**Questions**

Contact Kate Long at OICF: 360-376-6423 or kate@oicf.us.

**All Grant applicants complete:**

**Project/Program Description**

Give a brief description of your grant project. Describe the demographics and numbers of people who will be served by this project. Include a timeline. Max answer length: 1000 characters.

**Need/Problem Statement**

What is the community need/problem your project seeks to address and how did you determine this need or problem exists? Do you work with others in your sector? Max answer length: 1000 characters.

**Project Outcomes**

What are expected outcomes (short term and long term) and how will you assess and/or measure these outcomes? i.e. how will you know if your efforts are really solving the problem? Max answer length: 1000 characters.

**Cost/Budget**

Describe total project costs, and what portion is to be covered by the OICF grant requested. Include non-cash contributions (e.g. volunteer labor, in-kind contributions, etc.). Describe what other funding is being sought or has been received for this project. Is your request for operating expenses? Yes/No

Max answer length: 1000 characters

**Project Approval**

Has this organization’s governing board approved this project? Check one: Yes/No

List name and email of Board President:

**Only grant applicants requesting more than $3,000 complete:**

Describe your plans to maintain the project after the funding period. If your request is for operating expenses, how will your operations become sustainable? Max answer length: 1000 characters.

If your grant request is more than $3,000 submit the following materials as attachments:

* Organization’s mission statement
* List of organization’s current board members
* Organization’s annual budget and current financial statement – including balance sheet and profit & loss statement
* If this project is a collaborative effort, the application must include supporting letters from all participating nonprofits and agencies
* If this project is through a Fiscal Agent (i.e. a nonprofit is sponsoring your project) please submit a signed “Fiscal Agent Sponsor Agreement.” (see OICF website).

**Reporting Guidelines**

All reporting requirements are included with the letter of notification; grant reports are due in January, 2019. Successful proposals of $10,000 or more will be required to meet with a committee member and OICF board or staff member mid-year to discuss the progress and impact of your project.