



Orcas Island Community Foundation 2023 Spring GiveOrcas Campaign Request For Proposals

The Orcas Island Community Foundation (OICF) is requesting proposals for the 2023 Spring GiveOrcas Campaign.

OICF's bi-annual GiveOrcas Campaigns are a way to build awareness of local organizations and raise funds to support the programs that make Orcas a stronger, more resilient community.

The success of the campaigns is achieved through a collaborative relationship between OICF, the island organizations, and most importantly, the community that rallies to support the campaigns and the programs featured in it. GiveOrcas is a true community-wide effort.

Deadline

All required documents need to be completed and submitted by 5PM on Wednesday, March 1, 2023.

Criteria

Grant requests are limited to a maximum of \$25,000 during the Spring Campaign. Organizations that require more funding should contact OICF.

Proposals will be prioritized based on the following:

- Does the proposal address a specific need?
 - What is the likelihood for success of the proposal?
 - Is this need/request unique to Orcas?
 - Does the proposal serve a significant number of islanders?
-

Qualifications

In order for your organization's proposal to qualify for consideration, you need to meet the following:

- Be a 501(c)(3), 501(c)(6) organization, government agency, school district, public service organization (such as the library), or have a fiscal sponsorship agreement with an organization
 - Complete and upload all required documents outlined in Required Documents for All Applicants
 - If your proposal is over \$3,500, complete and upload all required documents outlined in Required Documents for Applicants requesting over \$3,500
 - If you have not received a GiveOrcas Grant in the last three years or are new to GiveOrcas, complete and upload all required documents outlined in Required Documents for Applicants Who have not Received a GiveOrcas Grant in the Last Three Years or are New to GiveOrcas
 - Attend the mandatory GiveOrcas Workshop via Zoom on Thursday, April 20 from 3-4PM to learn about updates to this campaign cycle and ask questions
-

Required Documents/Steps for All Applicants

- **Qualification Checklist:** Organizations need to first complete a Qualification Checklist to see if you qualify to submit an application for GiveOrcas; [email Ed Andrews](#) or call 360-376-6423, if you do not meet the necessary requirements
- **Notification to OICF:** Once you know what your needs are and a rough sense of how much you will be asking for, [email that information to Ed Andrews](#); this will allow us to better plan the Campaign; **please respond no later than February 22nd**
- **Grant Request Application**
- **Approval Letter:** Provide a letter from the Board Chair approving the GiveOrcas grant request
- **Mission Statement** (This is new for all applicants)
- **List of Current Board Members** (This is new for all applicants)
- **Online Form:** The form will require you to fill out a number of fields; all of those responses can be copy/pasted from the Grant Request Application mentioned above; the online form is where you will attach all necessary files
- **Image:** The image should be 300x300 PPI in a JPG or PNG file format; the image is small—think postage stamp; complex images do not work well.; choose an image that looks good at a small size and is emotive of your grant request
- **Collaborative Project:** If your organization is collaborating with others, submit supporting letters from all participating parties
- **Fiscal Agent:** If an organization is sponsoring your project, submit a [fiscal agent sponsor agreement](#) that is signed by all participating parties; if needed, you can find a sample fiscal sponsorship agreement listed on the [National Council of Nonprofits' website](#)

Required Documents for Applicants requesting over \$3,500

For proposals over \$3,500, the following information/documents need to also be completed and submitted.

- **Financial Documents:** Latest IRS Form 990, Annual Budget, Balance Sheet, and Profit & Loss Statement

Required Documents for Applicants Who have not Received a GiveOrcas Grant in the Last Three Years or are New to GiveOrcas

For applicants who have not received a GiveOrcas Grant in the last three years or who are new to GiveOrcas, the following documents need to be completed and submitted.

- **Number of times your Board met in the last year**
- **Whether you keep minutes of your Board meetings**
- **Financial documents:** Latest IRS Form 990, Annual Budget, Balance Sheet, and Profit & Loss Statement

Next Steps

A member of the OICF Grants Committee will contact you after Monday, March 6. They will have reviewed your application and will answer any questions you might have. They will also confirm:

- Your request meets the criteria
- The amount requested is appropriate for this grant cycle
- Your organization has a plan should you receive partial funding, and that the donors' intent can be honored even if a proposal does not reach full funding
- Your organization has a marketing, communications and outreach plan for the GiveOrcas Campaign
- Ask and answer any additional questions

Schedule

APPLICATION PERIOD	
Wednesday, February 1	Open Application Period
Wednesday, February 22	Notify OICF of your upcoming grant request and how much you will be asking for
Wednesday, March 1	Applications Due, 5 PM
Tuesday, March 7 – Wednesday, March 22	Committee to Receive Assignments Committee Review & Report on Assignments
Wednesday, March 22	Committee Reports Due
Wednesday, March 29 – Wednesday, April 5	Grant Committee Deliberation Meetings
Thursday, April 6	Notify Applicants of Status
Thursday, April 20	Mandatory Grantee Meeting: 3-4 PM Via Zoom
CAMPAIGN PERIOD	
Thursday, May 4	Campaign Starts, 12:00AM
Tuesday, May 9	Ben Franklin Day; \$1,000 Prize
Monday, May 15	Unique Donor Day; \$1,000/\$500/\$250 Prizes
Thursday, May 18	GiveOrcas Open House Youth Philanthropy Awards Campaign Ends, 11:59PM
POST-CAMPAIGN PERIOD	
Monday, May 22	Board Approval of Grants, Via Email Send Out Donor Lists
Wednesday, May 24	Issue Grant Checks & Letters Provide Reporting Guidelines

GiveOrcas Campaign Policies

- OICF will consider applications for part of an organization's general operating funds. OICF wishes to help organizations become healthy, effective, efficient, and be good stewards of community resources.
- Grants are made for projects that are well-conceived and likely to be successful in improving the quality of life on Orcas.
- The grant-making process supports building the strength and capacity of the island's organizations, as well as encourages collaboration among organizations that provide similar or related services.
- The grant-making process avoids conflicts of interest as set forth in the OICF Conflict of Interest Policy.
- Grantees are fiscally sound as demonstrated in the IRS Form 990 and/or financial statements.
- Your board is independently-governed as stated in Section 3: Governing Body of IRS' Best Governance Practices in [Governance and Related Topics—501\(c\)\(3\) Organizations.pdf](#).
- No grants are made to individuals (including scholarships), private foundations, for-profit enterprises or conduit organizations which pass funds through to other organizations for distribution to ultimate beneficiaries of their own choosing.
- OICF will not consider multiple requests from the same organization in the same cycle with the exception of the Orcas Island School District (OISD), which governs three distinct entities: the Elementary, Middle and High School—each of which may submit a proposal. Additional exceptions **will** be made for organizations acting as [fiscal sponsors](#) for programs that benefit the community but are not yet officially registered as a 501(c)3 or 501(c)6.
- **An organization may submit their own application and an application for a program, acting as a fiscal sponsor, per cycle.**
- Grant funds are restricted to supporting the appropriate purposes for which the grant was approved. If an organization is having difficulty spending the funds for the purposes expressed in their grant proposal or in the allotted time frame, the organization needs to notify OICF in writing within six months from the date the grant check was written. OICF will work with the organization to ensure the funds get used appropriately and within a reasonable timeframe. If an alternative plan can not be agreed upon, the funds need to be returned to the OICF Partners in Philanthropy Fund.
- If OICF becomes aware of possible discriminatory practices, the staff will investigate the matter. If an issue becomes apparent as a result of that

investigation, then funds may be withdrawn, either upon a vote of the Board of Trustees or, if time is of the essence, by its Executive Committee.

Reporting Guidelines

If your organization is selected to be part of GiveOrcas, all reporting requirements will be included with the letter of notification.

Successful grants of \$15,000 or more are required to meet with an OICF Grants Committee Member and staff member mid-year to discuss the progress and impact of your project.

All organizations that receive a grant through OICF are required to submit a final report at the conclusion of the grant's use. OICF reserves the right to ask for an interim report.

Questions

[Check out our FAQs.](#) If you don't find the answers to your questions about your grant application or the process, [email Ed](#) or call 360-376-6423. We encourage you to reach out earlier rather than later.
