



## Orcas Island Community Foundation 2023 Spring GiveOrcas Campaign Qualification Checklist

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Before filling out the GiveOrcas Application, run through this checklist of necessary criteria to see if you meet the threshold to apply.

Please [email Ed Andrews](#) or call 360-376-6423 with questions or if you do not meet the necessary requirements.

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### For All Applicants

- ☐ Your organization is a registered 501(c)(3), 501(c)(6), government agency, school district, or public service organization (such as the library)
- ☐ Your organization is fiscally sound as demonstrated in your IRS Form 990 and financial documents
- ☐ 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](#)
- ☐ Your organization's governing board has approved this project

### For Applicants Who have a Collaborative Project

- ☐ You can provide letters of support from all participating parties

### For Applicants with a Fiscal Sponsor

- ☐ You can provide 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](#)

### For Applicants Requesting over \$3,500

- ☐ You can provide the latest IRS Form 990, Annual Budget, Balance Sheet, and Profit & Loss Statement

### For Applicants Who have not Received a GiveOrcas Grant in the Last Three Years or are New to GiveOrcas

- ☐ Your board meets on a regular basis
- ☐ You keep minutes of all of your board meetings

- ☐ You can provide the latest IRS Form 990, Annual Budget, Balance Sheet, and Profit & Loss Statement

### **For First Time Applicants to GiveOrcas**

If you meet all of the requirements above, [email Ed Andrews](#) or call him at 360-376-6423 so that we can get you set up as a Grantee.

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### **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.