

GIVE ORCAS

Orcas Island Community Foundation

2023 GiveOrcas Holiday Campaign

Grant Request Application

The following is the **Grant Request Application for the 2023 GiveOrcas Holiday Campaign**.

Answers for all applicable fields must be completed. *Please read carefully.*

Steps for Application

1. If you are a first time applicant, you will need to [email Lynn Sharpless White](#) or call her at 360-376-6423 to access the form.

2. Review the Qualification Checklist Form (**which you can find on the last two pages of this document**) to see if you qualify to submit a GiveOrcas proposal.

If you do not qualify, please [email Tera Andaya](#) or call her at 360-376-6423 to discuss your situation.

3. Once you verify that your organization is qualified, complete the grant application process. Fill out this Grant Request Application on the following pages.

Once this application is complete, continue to the [Online Grant Request Form](#). [HERE](#). Find the name of your organization, and click on it to access and complete your Online Grant Request Form. *You may copy and paste much of the information from this application to the online application.*

4. When you are filling out your online grant request form, you may attach your completed Grant Request Application and other documents as a PDF. Images may be attached as jpg or png.

5. When attaching multiple documents, you must attach one, and then click on the “next” button. It will take you to a new screen. Scroll to the bottom, and click on “Add more PDF Documents.” Upload the next document, and click on the “next” button. Continue this process until you have uploaded all documents, and then click on “**Submit Request**”.

6. A member of the OICF Staff or the Grants Committee will contact you by October 24th to speak with you about your request.

7. *Please know we are happy to help you at any point during the application process.*

Deadline

All required documents need to be completed and submitted by 5PM on Friday, October 13, 2023.

Organization & Contact Information

Organization Name:

Web Address:

Contact Name:

Email:

Phone:

Board Chair Name:

Email:

Phone:

Request Overview

Grant Amount Requested:

Has the organization’s governing board approved this project? If so, provide a letter from the Board Chair approving the GiveOrcas grant request.

Short Description: Describe your submission succinctly. (Max length: 65 [characters including spaces](#))

Long Description: Describe your submission briefly. (Max length: 400 [characters including spaces](#))

Detailed Description: Describe your proposed project, the demographics/number of people served, and a timeline for completion. (Max length: 1,000 [characters including spaces](#))

Need/Issue Statement: Describe the community need/issue your project seeks to address and whether you work with others in your sector. (Max length: 1,000 [characters including spaces](#))

Cost/Budget: Describe the total project costs, what portion will be covered by the OICF grant request, and 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. (Max length: 1,000 [characters including spaces](#))

Grants for Operating Expenses: If your request is for operating expenses, what is your plan to sustain your operations over the next five years? (Max length: 1,000 [characters including spaces](#))

Collaborative Project

If your organization is collaborating with others, please submit supporting letters from all participating parties.

Fiscal Agent

If a NON PROFIT organization is sponsoring your project, please submit a [fiscal agent sponsor](#) agreement that is signed by all participating parties. If you need it, 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 must also be completed and submitted.

Mission Statement:

List Your Current Board Members:

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, the following documents must also be completed and submitted.

How many times has your board met in the last year?

Do you keep minutes of all of your board meetings?

List Your Current Board Members:

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

Questions

[Email Lynn Sharpless White](#) or call her at 360-376-6423 if you have questions or concerns about your grant application. We encourage you to reach out earlier rather than later.

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Qualification Checklist

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

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

For All Applicants

- Your organization is a registered 501(c)(3) or 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/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](#).
- Has the organization's governing board approved this project?

For Applicants Who have a Collaborative Project

- You can provide supporting letters 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. 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 Lynn Sharpless White](#) or call her at 360-376-6423 so that we can get you set up as a Grantee.