GiveOrcas Holiday 2024

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Request for Proposals
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Application Information
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Due October 15th at 5:00 p.m.

Request for Proposals

The Orcas Island Community Foundation (OICF) is requesting proposals for the 2024 Holiday GiveOrcas Campaign.

OICF's GiveOrcas Campaigns are a way to build community awareness of local organizations and to 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 the community that unites to support these important programs. GiveOrcas is a community wide event.

Application Period: September 23 - October 15

Applications are available beginning September 23 on the OICF website.

Applications and all required documents need to be completed and submitted by 5:00 pm on October 15th. *Please see the application for a list of needed documents.*

Criteria
Grant requests are limited to a maximum of $15,000 during the Holiday 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?

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Qualifications
In order for your organizations 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 the application fully and provide all required documents that are outlined in the **Required Documents for All Applicants and send these to OICF via email.**

Steps to Complete Application
Please review the following information and confirm that you have all of the required information ready before completing the online application. Once you have gathered the required documents and prepared a description of your grant request, complete the online application.

1. **Qualification Checklist**: Please review information (on page 4 of this document) and if you have questions about qualifying, contact Lynn White at Lynn@oicf.us or 360-376-6423.

2. **Online Form:** Complete the online grant application . We recommend viewing the form to prepare all necessary information before you begin.

3. **Image**: Provide a JPG logo or other image in 300x300 PPI or PNG file format; the image is small – think postage stamp; complex images do not work well. Choose an image that looks good as a small size and illustrates the concept of your grant request if possible.

4. **Required Documents:** Email all required documents in pdf format at the time you submit your application to Lynn@oicf.us

   All Applicants:
   - **Approval Letter**: Provide a letter from your Board Chair approving the GiveOrcas grant request to Lynn@oicf.us.

   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 Nonprofit's website.

   Applicants must submit the following documents if any of the following applies:
   1) The grant request is more than $3,500.
   2) The applicant has not received a GiveOrcas Grant in the last three years.

   - Latest IRS Form 990
   - Annual Budget
   - Balance Sheet
   - Profit & Loss Statement

Next Steps

A member of the OICF Community Grants Committee will contact you in mid to late October to schedule a site visit to discuss your proposal. They will have reviewed your application and will answer your questions. They will also confirm the following:

- Your request meets the criteria.
- The amount you 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 the proposal does not reach full funding.
- Your organization has a marketing, communications, and outreach plan to drive donations to the GiveOrcas Campaign.

All applicants are invited to attend the GiveOrcas Grantee Workshop, in person, or via Zoom, on **November 12th** (time to be confirmed) to learn about updates to this campaign cycle and ask questions.

Questions

Check out our FAQ's. If you don't find the answers to questions about your grant application or if you have additional questions, please email Lynn at Lynn@oicf.us or call OICF at 360-376-6423.

We encourage you to reach out as early as possible if you have any questions.

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

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 request an interim report.

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GiveOrcas Qualifications Checklist

Before filling out the GiveOrcas Application, please review this checklist to see if you meet the criteria. If you are not sure if you meet the necessary requirements, or if you have questions about qualifying, please email Lynn White or call 360-376-6423.

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.
☐ Your organization serves Orcas Island residents.

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 your organizations most recent financial documents to include:
- Latest IRS Form 990
- Annual Budget
- Balance Sheet
- 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, please email Lynn White or call at 360-376-6423 so that we can get you set up as a Grantee

Questions: Check out our FAQs. If you don't find the answers to your questions about your grant application or the process, please email Lynn White or call 360-376-6423.

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 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 may 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 cannot 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.

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GiveOrcas Holiday 2024 Applicant Schedule

Application Period	**September 23 - October 15. Due by 5:00 pm**
September 23	Application Period opens
October 15	**Applications Due, 5pm**
October 15 - November 1	Committee Review and Outreach to Applicants
November 4	Notify Applicants of status
November 12	Grantee Workshop - Time to be confirmed, email will be sent out
November 21 *Game Day	**Guess Flat Person starts (to December 2)** OICF to begin pre-campaign social media posts to announce Flat Person Guess game and give clues regularly.
December 2	**Flat Person Guessing ends (at midnight)**
Campaign Period	**December 3 - 12**
December 3 *Game Day*	**GiveOrcas Campaign Starts,** 12:00 am Reveal & Draw of Flat Person (with prizes)
December 5 or 6 *Game Day*	Unique Donor Day! Remind your donors about the campaign over the weekend! Weekend donors are added to the draw for the FunDay Monday prize! *PR Social Media re: Fun Day Monday!*
December 9 *Game Day*	Fun Day Monday Draw: weekend donors in a hat draw PR Social media posts with results
December 11 *Game Day*	Ben Franklin Day
December 12	**Last Day of GiveOrcas Campaign!**
Post Campaign Period	
December 16	Board Approval of Grants
December 16 - 27	OICF will issue checks and provide Letters of Acceptance - Reporting Guidelines provided - Donor lists available.