Orcas Island Community Foundation

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 OICF website. The fiscal sponsor's EIN (tax id number) must be provided.

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.

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.

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