



GiveOrcas Holiday 2025

REQUEST FOR PROPOSALS

Applications Due: October 7 by 5:00 p.m.

Request for Proposals

The Orcas Island Community Foundation (OICF) is requesting proposals for the 2025 Holiday GiveOrcas Campaign. This year's campaign will feature up to 30 grant requests selected for community support.

OICF's GiveOrcas Campaigns build community 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 the community that unites to support these important programs. GiveOrcas is a community-wide event.

GiveOrcas grants are supplemented with OICF endowed fund distributions and the Partners in Philanthropy fund. While OICF aims to support and help fully fund as many projects as possible, grant success relies on community donations during the GiveOrcas campaign. We encourage recipients to actively promote their projects to increase awareness and support.

New this year!

- GiveOrcas campaign will launch with a Holiday Open House on December 2nd!
 - We encourage organizations to present grant requests as gift-sized donations. This will help donors connect with the specific needs described in your grant request and may inspire donations in tribute to family and friends as part of their holiday giving.
 - Repeat applicants will notice streamlined financial documentation requirements
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Application Period: September 15 - October 7

Applications are available beginning September 15 on the [OICF website](#).

Applications and all required documents need to be completed and submitted by 5:00 pm on October 7. *Please see the application for a list of required documents.*

Criteria

Grant requests are limited to a maximum of \$15,000 during the Holiday Campaign and OICF plans to accept a maximum of 30 proposals.



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?

Application Process

Please review the following steps 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, then complete the online application.

1. **Verify Qualifications:** Please see the checklist below. If you have questions about qualifying, contact Lynn White at Lynn@oicf.us or 360-376-6423.
2. **Complete [Online Application Form](#):** We recommend viewing the form to prepare all necessary information before you begin.
3. **Provide Image:** Logo or other image in 300x300 PPI JPG or PNG file format; the image appears 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. **Submit 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.

Financial Documentation:

- Latest IRS Form 990

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 [OICF website](#).
- Provide Fiscal Sponsor's EIN (Tax ID number)



Next Steps

A member of the OICF Community Grants Committee will contact you in mid-October to schedule a meeting 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.

Applicants will be notified of their status by November 6, 2025.

All applicants are invited to attend the GiveOrcas Grantee Workshop, in person or via Zoom, on **November 12, 1:00 - 2:00 pm** to learn about preparing for the campaign and ask questions.

Reporting Guidelines

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

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.

Questions

[Check out our FAQs](#). 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.

Qualifications Checklist, Campaign Policies and GiveOrcas Schedule on following pages.



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.
- 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 board meets on a regular basis, and keeps minutes of all board meetings.
- 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 must 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.

You must be able to provide your organization's financial information to include:

- Latest IRS Form 990
- Annual budget totals - Revenue & Expenses
- Percentage of budget this grant request represents

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 2025 Holiday Campaign Schedule

December 2 - 11, 2025

<i>Application Period</i>	
September 15	Open Application Period - Request for Proposals & Application available on OICF website
October 7	Applications Due 5 pm - Must complete the online application <u>and</u> submit required documents by 5pm to Lynn@oicf.us
<i>Review Period</i>	
October 7 - 14	Proposal Review by OICF. OICF staff may contact you with questions or additional information.
October 14 - 30	Community Committee Review Period: A Community Committee member will contact you to arrange a meeting to review your organization's proposal.
October 30 - November 5	Community Committee Meets at OICF for Final Review
November 5	Deadline for final changes to grant request descriptions for marketing materials
November 6	Applicants notified of status. Accepted Begin outreach and plans to generate support for your grant request.
November 12	Grantee Workshop: 1:00 - 2:00 pm. In-person and Zoom available.
December 1 (or before)	Pick up GiveOrcas lawn signs from the OICF office to place around the island.
<i>Campaign Period</i>	
December 2	Campaign Starts at 12:00 am!
December 2	🎄 GiveOrcas Holiday Open House 🎄 Grantees share information about their organization's work and mix and mingle with the community!
December 4	Unique Donor Day: Grantees with the most individual donors win prizes!
Dec 6	Holiday Tree Lighting at Village Green GiveOrcas will be promoted (details TBD)
Dec. 6-7 & Dec. 8	Weekend Game / Winner Announcement = Funday Monday
December 10	Ben Franklin Day: Grantees with the most \$100+ donations win prizes!
December 11	Final Hours of Giving Games Campaign Ends, 11:59 PM
<i>Post Campaign</i>	
December 18 (or before)	Grant Checks and Letters Issued; Donor Lists sent out to Grantees



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.
- Grantee boards of directors are 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.