2026 Spring GiveOrcas

REQUEST FOR PROPOSALS

Applications Due: February 26 by 5:00 p.m.

Request for Proposals

The Orcas Island Community Foundation (OICF) is requesting proposals for the 2026 Spring GiveOrcas Campaign.

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 fund as many projects as possible, grant success relies on community donations during the GiveOrcas campaign. We encourage participants to actively promote their projects to increase awareness and support.

New for Spring GiveOrcas!

- GiveOrcas campaign will launch with a special event on May 12. More details to follow!
- Repeat applicants will notice streamlined financial documentation requirements.

Application Period: February 4 - 26

Applications are available beginning February 4 on the OICF website.

Applications and all required documents need to be completed and submitted by 5:00 pm on February 26. *Please see the application for a list of required documents.*

Criteria
Grant requests are limited to a maximum of $25,000 during the Spring campaign. Acceptance into GiveOrcas does not guarantee that a request will be fully funded.

Proposals will be prioritized based on the following:

- Does the proposal address a specific, demonstrated need benefiting the community?
- What is the likelihood of success for the proposal?
- Is this need/request unique and not duplicative of other services/programs?
- 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 early March 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 April 8, 2026.

All applicants are invited to attend the GiveOrcas Grantee Workshop, in person or via Zoom, on **April 22, 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.

Please review the Qualifications Checklist, Campaign Policies, and GiveOrcas Schedule on the 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

- Please 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 budgeted total revenue and expenses
- Percentage of your total annual 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.

2026 GiveOrcas Spring Campaign Schedule
February 4 - 26, 2026

Application Period	
February 4	**Open Application Period** - Request for Proposals & Application available on OICF website
February 26	**Applications Due 5 pm** - Must complete the online application <u>and</u> submit required documents by 5pm to Lynn@oicf.us
Review Period	
February 26 - March 6	Proposal Review by OICF. OICF staff may contact you with questions or additional information.
March 9 - 26	Community Committee Review Period: A Community Committee member will contact you to arrange a meeting to review your organization's proposal.
March 31 - April 2	Community Committee Meets at OICF for Final Review
April 8	Applicants notified of status. Begin outreach and plans to generate support for your grant request. Deadline for final changes to grant request descriptions for OICF marketing materials
April 22	**Grantee Workshop:** 1:00 - 2:00 pm via Zoom. In-person meetings available by sign up.
May 6 - 11 (or before)	Pick up GiveOrcas lawn signs from the OICF office to place around the island.
Campaign Period	
May 12	**Campaign Starts at 12:00 am!** **GiveOrcas Launch Event!** Grantees share information about their organization's work and mix and mingle with the community!
May 14	**Unique Donor Day:** Grantees with the most individual donors win prizes!
May 16	**Farmer's Market Booth:** Join us in the community to share more about your request.
May 16 & 17, Saturday & Sunday	**Weekend Game Saturday and Sunday with** *Prize Winner Announcement on **Funday Monday, May 18***
May 19	**Ben Franklin Day:** Grantees with the most $100+ donors win prizes!
May 21	**Final Hours of Giving Games	Campaign Ends, 11:59 PM**
Post Campaign	
May 27 (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.
- Proposals are accepted and 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 has 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.