



# GRAYS HARBOR COMMUNITY FOUNDATION

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707 J Street | P.O. Box 615 | Hoquiam, Washington 98550 | 360.532.1600 | Fax: 360.532.8111 | [www.gh-cf.org](http://www.gh-cf.org)

## Grant Application & Guidelines

### WELCOME

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The Grays Harbor Community Foundation addresses community needs by supporting nonprofit organizations throughout Grays Harbor County, Washington. We recognize that the needs of our community are many; its problems, complex. We support organizations in arts and culture, education, health, human services, and community development. We welcome and encourage grant applications from all nonprofit organizations directly serving local residents.

*(Please note: we do not make grants for projects that do not directly serve residents of Grays Harbor County.)*

We hope these guidelines will help and encourage nonprofit organizations in requesting financial support from the Grays Harbor Community Foundation.

We encourage you to call our office (360-532-1600) if you have any questions about our community grants program.

### VALUES

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We recognize that as a grantmaking foundation we have several responsibilities toward those who seek our support. We take these responsibilities seriously. We will:

- Make ourselves accessible to all people interested in the community foundation;
- Work to meet the highest standards: from promptly acknowledging receipt of every application, to sharing and explaining the basis for each of our decisions;
- Treat all grant seekers with respect and openness.

We invite grant seekers to approach the grant application process with a sense of imagination. At its best, the process is a creative and mutual exploration of possibilities.

We recognize that our effectiveness as a grantmaking foundation depends heavily upon the insight, imagination and hard work of those who work and volunteer at local nonprofit organizations. We look forward to working with the groups and individuals who are working directly to improve our community.

## **PRIORITIES AND LIMITATIONS**

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### **The Foundation will:**

- Make grants only to qualified, tax-exempt nonprofit organizations for work directly benefiting residents of Grays Harbor County, Washington;
- Place a priority on projects that help build community and help strengthen community connections;
- Favor those applications that show the greatest promise of leveraging additional support from the community;
- Favor creative projects that meet specific community needs and benefit a broad segment of the local population;
- Make grants in the range of \$500 to \$5,000.

### **The Foundation is less likely to:**

- Make grants over \$5,000;
- Make grants for more than one year;
- Make grants for operating support without special circumstances.

### **The Foundation will not:**

- Make grants when the activities are not clearly described;
- Make grants when the goals are not specific or realistic;
- Make grants when the income and expense statements are incomplete or unclear;
- Make grants to individuals, government agencies, or religious organizations for religious purposes;
- Make grants for endowments, debt retirement, political campaigns, fundraising events, advertising, or conferences;
- Make grants to organizations that discriminate on the basis of ethnicity, gender, religion, or physical ability.

## **THE APPLICATION PROCESS**

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### **What to Include**

Please include in your application one (1) original and seven (7) copies of each of the following:

1. A cover letter signed by your chairman, president, or executive director, stating the purpose and amount of the grant request;
2. A completed copy of the Grant Application Cover Sheet (the last page of these guidelines);
3. Your full proposal narrative (based on the questions below);
4. A copy of the most recently audited financial statement, if available (if not available, a copy of the unaudited statement for the most recently completed year);

5. The financial statement for the current year to date, including both expense and income;
6. The operating budget for the current year and for the period covered by the proposal, including a description of anticipated income sources;
7. A list of the members of the governing board;
8. The number of current staff, indicating full-time and part-time status;
9. Optional supporting materials, as relevant, including:
  - a. Letters of support (recommended if the project involves collaboration with other groups);
  - b. Press releases and media clippings relevant to the organization or proposed project;
  - c. Brochures and other printed materials relevant to the project or organization.

Please also include one (1) copy of your tax-exempt status determination letter from the IRS. We will keep your organization's letter on file for future applications.

#### **Format**

We prefer all eight copies of your application and related materials to be:

On 8-1/2 x 11-inch paper;

In a readable font;

Without bindings;

Paperclipped, not stapled;

Page-numbered;

Collated and ready to be read.

#### **Proposal Narrative**

Please structure your narrative using the following questions, keeping in mind that some members of our grants committee may not be familiar with your organization or its current projects. We prefer that you copy each question (or use appropriate headings) to help us follow your narrative.

Please limit your narrative to between 3 and 6 pages. As all readers, we appreciate concise, clear and to-the-point writing.

1. **What is the history and purpose of your organization?** *Include mission, founding date, major programs, key staff, etc.*
2. **What are the specific community needs or problems that you are trying to solve through the proposed project?** *Provide sufficient background and details to explain why your proposed project is important to Grays Harbor.*
3. **Describe your proposed project.** *What are its objectives? How will it help solve the problems you describe above? Why do you want to do the work? How does the project fit into your organization's long-range strategy and mission? What is the role of the board in developing the project?*

4. **Explain what activities are involved in completing your project, and the steps you will take to carry it out.** *Include a timeline, if relevant, and identify staff, volunteers, and board members who will be responsible for key parts.*
5. **How will you evaluate your project?** *What questions would help determine whether your project was successful? Who will be responsible for completing the evaluation and reporting to the community foundation?*
6. **[OPTIONAL] Address any other important issues or details about your project not requested by this application.**

## **TIMELINE**

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We operate our community grants program on a quarterly cycle. Our deadlines for accepting grant applications to be considered each quarter are the first business days of January, April, July, and October. Applications must be received on these deadlines, not postmarked.

Most decisions are made on this quarterly cycle, although some major decisions may be deferred to later quarters, and requests for emergency assistance may be considered immediately. We welcome phone calls and letters of inquiry at all times.

## **PROPOSAL REVIEW**

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The steps of our review process are as follows:

- First, we will promptly confirm receipt of every proposal we receive.
- Next our staff will review the proposal to confirm that the proposal fits our guidelines and that all necessary information is included. Our staff may schedule an appointment or site visit (conducted by two or more foundation representatives).
- Copies of the grant application are distributed to our grants committee for review.
- Upon review and discussion, our grants committee recommends to our board of directors what proposals to award, and which to decline. Our board of directors then acts upon these recommendations.
- A letter of notification of the board's decision will be sent from our staff approximately one week after the meeting at which the proposal was considered.

## **IF A GRANT IS AWARDED**

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If a grant is awarded, a grant record form will accompany the letter of notification. This form includes:

- The resolution adopted by the board of directors that defines the grant;
- A check in the grant amount or a schedule for payment of the grant;

- Conditions of the grant;
- Reporting requirements and timetable.

Within 30 days of our award letter, each grant recipient must sign and return the receipt attached to the grant record form.

## REPORTING REQUIREMENTS

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All reporting requirements are included with the letter of notification. A timetable for reporting will be agreed upon for each grant, but generally we expect to receive some report within six months of our award letter. Our staff will monitor the organization's compliance, and failure to submit timely reports may affect future funding requests.

*A final report is required in all grants.*

## QUESTIONS AND FURTHER INFORMATION

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We welcome questions about our community grants program or about pending grant applications at any time.

Copies of this grant application and guidelines may be downloaded from our website, at [www.gh-cf.org](http://www.gh-cf.org), or may be requested from our office at the following address and phone number.

Grays Harbor Community Foundation  
707 J Street  
Post Office Box 615  
Hoquiam, Washington 98550  
  
(360) 532-1600

*A copy of our Grant Application Cover Sheet should follow this page.*

# Grant Application Cover Sheet

## GRAYS HARBOR COMMUNITY FOUNDATION

(Feel free to remake this form on your own computer, but please limit yourself to one page.)

Organization's Name:

Year incorporated:

EIN #:

Mailing Address:

Fax:

Website:

Chief Executive's name, title, phone, and email:

Project Contact's name, title, phone, and email:

Total Organization Budget:

For fiscal year ending:

Total Project Budget:

Project period (*mo/yr* → *mo/yr*):

Amount of this Grant Request:

Date when money must be received:

Type of Organization:     501(c)(3)     other 501 or 509     religious     school  
                                   governmental     informal     start-up

Project Summary: *Briefly describe your proposed project.*

**Attachment checklist** (7 copies + 1 original):

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|---|--|---|
| <input type="checkbox"/> Cover Letter   | <input type="checkbox"/> Full-year Financial Statements    | <input type="checkbox"/> Board List           |
| <input type="checkbox"/> Cover Sheet  | <input type="checkbox"/> Year-to-date Financial Statements | <input type="checkbox"/> Staff Summary        |
| <input type="checkbox"/> Proposal Narrative   | <input type="checkbox"/> Operating Budget (incl. Project)  | <input type="checkbox"/> Supporting Materials |
| + <input type="checkbox"/> IRS letter determining nonprofit status (1 copy for our files) |  |   |

**x**

\_\_\_\_\_  
Signature of Chief Executive Officer

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Date