



**First Federal**  
Community Foundation  
*A Private Charitable Corporation*

## Grant Guidelines

We welcome grant proposals that meet the following guidelines and criteria. *Please read this information carefully.*

### Our Mission

We are committed to improving the quality of life in our communities through focused investing in projects and programs that provide valuable community benefits, facilitate economic development, and enhance the availability of affordable housing. We support public and non-profit organizations in communities where First Federal has full-service branches.

### Our Priorities:

#### *Community Support:*

We support non-profit community and human service organizations that improve the quality of life within the communities we serve. We give priority to programs and projects that build capacity to better serve the broader community, and that benefit low to moderate income persons.

#### *Affordable Housing:*

We support programs and projects that build upon First Federal's legacy of improving access to decent, safe, and affordable housing for low- and moderate-income citizens in the communities we serve.

#### *Economic Development:*

We support initiatives that encourage and expand economic development opportunities in the communities we serve, with emphasis on coordinated public/private initiatives sponsored by local organizations dedicated to economic development.

#### *Community Development:*

We support capital projects that offer valuable benefits to broad segments of the communities we serve, with emphasis on coordinated public/private initiatives featuring multiple funding sources.

## Grant Amount:

The total amount granted will vary from year to year. Current dollar limitations are as follows:

There is a \$5,000 minimum and \$25,000 maximum grant amount restriction for individual *Community Support* grants. We have allocated \$100,000 for *Community Support* grants for the current year.

There is a \$25,000 minimum grant amount restriction for *Affordable Housing, Economic Development* and *Community Development* grants for the current year.

## Eligibility:

We make grants to tax-exempt organizations under Internal Revenue Code Sections 501(c)(3), including public charities as described in IRC 509(a)(1)-(4) and 170(b)-(c). Organizations requesting grants must be fiscally sound with demonstrated economic sustainability.

We will accept applications from eligible fiscal sponsors of entities that have not yet been determined as 501(c)3 organizations by the IRS. Grant application packages must be completed in full by the fiscal sponsor, and must also contain supplemental information on the sponsored entity and the project or program for which funding is requested.

Grants are restricted to projects and programs that benefit communities in which First Federal operates a full-service branch. At this time those communities include Clallam, Jefferson, Kitsap and Whatcom counties.

Grant proposals will clearly align with one or more of our stated priorities.

Project and program goals funded by Community Support grants must be completed within twelve months of the grant award date.

We give preference to matching funds proposals. We also prefer projects and programs that benefit low- to moderate-income citizens or communities.

We will not fund:

- Completed projects
- Budget deficits
- Debt reduction
- General operating expense
- Event sponsorships
- Contributions to Individuals
- Contributions to political or labor organizations, candidates, or causes
- Contributions that facilitate religious mission, doctrine, or organization
- Proposals that would cause the Foundation to be in violation of its Conflict of Interest Policy.

## Application Deadlines, Approval and Funding

We typically review grant proposals semi-annually.

Applications will be accepted only during prescribed periods, as follows:

- Applications accepted between January 1 and March 1 of each year will be reviewed at our April board meeting.
- Applications accepted between July 1 and September 1 of each year will be reviewed at our October board meeting.

Exceptions to these time limitations may be made with the approval of the Foundation's board of directors.

Grants will be funded within sixty days of approval. Unfunded grant awards will expire 180 days from the award date.

## How to Apply for a Grant

**Review the Grant Guidelines and eligibility requirements to confirm that your organization is qualified.** Complete, print and sign the Grant Application Form and compile the supplemental information required.

Application packages may be submitted via regular mail or email. Please send to the attention of:

Karen McCormick, Executive Director  
First Federal Community Foundation  
105 West Eighth Street – PO Box 351  
Port Angeles, WA. 98362

Email: [applications@firstfedcf.org](mailto:applications@firstfedcf.org)

***Incomplete applications may be deemed ineligible for consideration***, so please ensure that all required information is included with your initial submission.

Grant applications and supplemental information will be retained for one year after the grant decision is made or the grant is closed, whichever occurs later.

**Questions? Visit our Frequently Asked Questions, or give us a call at 360-417-3112.**

Form: Grant Guidelines, 8/08/18

105 West Eighth Street  
360-417-3112

P.O. Box 351  
[applications@firstfedcf.org](mailto:applications@firstfedcf.org)

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