



## Grant Application

*Please review the [Grant Guidelines](#) before completing this application.  
Complete the form in its entirety and include the required supplemental information with your application.*

### Applicant Information:

#### **Name of Organization:**

*Are you a tax-exempt organization under Internal Revenue Code Sections 501(c)3 including public charities as described in IRC 509(a)(1)-(4) and 170(b)-(c)?*                      Yes                      No

Federal Tax ID Number:

Street Address:

City / State / Zip:

Mailing Address (if different):

Phone:

Fax:

Email:

Website:

Name of Executive Director / CEO:

Name & Title of Primary Contact:

Contact email:

Contact phone:

Year Founded:

Number of Employees:

Number of Volunteers:

What geographic area will be served by this project or program?

Have you received funding from First Federal Community Foundation in the past?    Yes    No

***The following sections provide summary-level information. A narrative proposal can be submitted as a separate attachment (see "supplemental information").***

**Briefly** describe your organization's history and purpose:

Please identify your organization's top three funding sources:

Project/Program Information:

**Grant Amount Requested:**

Please provide an **executive summary** of the program or project for which you are requesting funds, and how those funds will be used. For capital projects, please describe any naming rights opportunities:

Briefly describe the breadth of impact your proposal will have (i.e., the number of people directly impacted):

Does your proposal benefit low income or other disadvantaged individuals or families? Briefly describe:

Does your request conform to one or more of First Federal Community Foundation's focus areas? Briefly describe:

Community Support:

Affordable Housing:

Economic Development:

Community Development:

Please provide the starting date and proposed duration of your project or program:

How will you evaluate the success of this project or program? Please provide specific measurable outcomes:

**Supplemental Information:**

*Please include the following information with your grant application:*

Narrative description of program or project, including measurable outcomes expected and plans for ongoing sustainability

Operating budget and/or pro-forma budget for program or project, including all sources of funding

Current year’s operating budget for organization

Names of board members and their affiliations

Most recent Annual Report

Letters of recommendation for project or program

Two most recent years’ audited financial statements, if available

Copy of your organization’s 501(c)3 determination letter

Form 990 (full return) for most recent year

The undersigned is an authorized officer of the organization making this request, and attests that all information provided is accurate and complete. It is understood and agreed that any funds granted will be used solely for the purpose described in this application. The organization will abide by the policies of the First Federal Community Foundation, including the avoidance of conflicts of interest. It is understood that First Federal Community Foundation may require periodic program and financial reports, and may request site visits for the purpose of evaluating outcomes.

Signature: \_\_\_\_\_

Printed Name and Title: \_\_\_\_\_

Date: \_\_\_\_\_

Applications will be accepted from January 1 through March 1, and from July 1 through September 1 of each year. Completed and signed application and supplemental information may be submitted via regular mail or emailed to us at [applications@firstfedcf.org](mailto:applications@firstfedcf.org). Application and supplemental information will be retained by the Foundation for one year after grant decision or grant closing, whichever occurs latest. Please send to the attention of:

Jan Simon, 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)

Questions? Visit our [Frequently Asked Questions](#), or give us a call at 360-417-3112.