

**Special Notice: grant applications to First Federal Community Foundation are now made online!**

**The online application requires that it be completed in one session; it cannot be saved for completion at a later date. To assist you in preparing your submission, below are the questions that you will be asked to address on your application. Do not use this document to apply for a grant; it is provided for information purposes only.**

You may access the online grant application [here](#).



## **Application for a Grant from the First Federal Community Foundation**

### **Spring 2020 Grant Cycle**

Applications accepted from January 1, 2020 at 12:00 a.m. until midnight on March 1, 2020.

Please review the Grant Guidelines & FAQs (<http://bit.ly/ffcf-faq>) before beginning this application. Complete the form in its entirety and email the required documents. Incomplete applications may not be considered.

NOTE: You will need to complete the entire application in one session. Once you submit, changes will not be accepted. We are providing this copy of the application to assist you in preparing your application.

Be sure to save a copy of your application before submitting. You may do so by printing from your computer's internet browser or by clicking the button that reads "Send me a copy of my responses," located just above the Submit link at the end of the application.

Legal Name of Organization \*

DBA (if different than Legal Name)

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); or a government unit, school district or tribe? \*

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Federal Tax ID Number \*

Street Address \*

City, State, ZIP \*

Mailing Address (if different)

Mailing City, State, ZIP

Website \*

**Primary contact for grant application:**

Name (First and Last) \*

Title \*

Phone Number \*

Email Address \*

**Executive Director/CEO, if different from above grant contact:**

Executive Name

Executive Title

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Executive Phone

Executive Email

**Organizational info:**

Year Founded \*

Number of Employees \*

Number of Volunteers \*

**Briefly summarize, with each answer limited to 300 words or less:**

Your organization's history, mission and purpose \*

Who your organization serves \*

Three current programs and activities \*

Three accomplishments of the past year \*

Does anyone from First Federal Bank or Foundation now serve on your board? \*

If yes, name and position:

Have you received funding from First Federal Community Foundation in the past? \*

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Identify your organization's top three funding sources for the past fiscal year \*

**Information on Grant Project/Program:**

State the purpose of your grant project or program, in 50 words or less \*

Grant amount you're requesting: \$ \*

Select one Funding Priority that will be served by your project or program. \*

**COMMUNITY SUPPORT:** Community Support grants of \$5,000 to \$25,000 are intended to help community and human service organizations improve the quality of life. Priority is given to efforts that build capacity to better serve the broader community, and that benefit low- to moderate-income, disadvantaged and/or marginalized persons or families.

**AFFORDABLE HOUSING:** Affordable Housing grants of \$25,000 to \$100,000 support programs and projects that build upon First Federal's legacy of improving the availability of workforce housing and access to decent, safe, and affordable housing for low- and moderate-income, disadvantaged and/or marginalized persons or families in the communities we serve.

**ECONOMIC DEVELOPMENT:** Economic Development grants of \$25,000 to \$100,000 fund initiatives that encourage and expand economic development and living-wage job opportunities, with emphasis on collaborative and public/private initiatives sponsored by local organizations dedicated to economic development.

**COMMUNITY DEVELOPMENT:** Community Development grants of \$25,000 to \$100,000 support capital projects that offer valuable benefits to broad segments of the communities we serve, with emphasis on collaborative and public/private initiatives featuring multiple funding sources. First Federal Community Foundation

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appreciates naming rights on capital projects it supports; please describe any naming opportunities.

Describe, in 300 words or less, how your project or program conforms to and furthers the fulfillment of the Foundation’s funding priority that you identified above. \*

What Geographic Area(s) will be served by your project or program? Check all that apply. \*

- Clallam County
- Jefferson County
- Kitsap County
- Whatcom County

**As it relates to your project or program, within the timeframe of this grant proposal, and in 300 words or less for each response, please:**

Provide a brief description of the project, its goals and overall impact. \*

State the need/problem you’ll be addressing within the timeframe of this grant, and why it’s important. \*

State the target population and number of people to be served, the breadth of impact, and the specific and measurable outcomes you’re planning to achieve. \*

State any specific benefits to low- to moderate-income, disadvantaged and/or marginalized persons or families as a result of your project \*

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Describe why your organization is well-suited to be granted funds for and implement the project. \*

Identify any other organizations participating with yours on this project; and describe the nature of the collaboration. \*

State the start date of your grant project (Month and Year). \*

State the completion date of your grant project (Month and Year). \*

Send the following required documents in an email to

[Jan.Simon@FirstFedCF.org](mailto:Jan.Simon@FirstFedCF.org):

Please send the following required documents – and, if you choose, the optional letters of recommendation – in an email to [Jan.Simon@FirstFedCF.org](mailto:Jan.Simon@FirstFedCF.org). Attach the documents in PDF format, and be sure to include your name, organization name, email address, and phone number. Your application will be considered complete when the online form and your required documents are received by midnight on March 1, 2020.

Required: \*

- Your organization's 501(c)3 determination letter
- Your organization's current year operating budget
- The operating budget or proforma budget for the project or program for which you're requesting grant funding. Regarding the income portion of the budget, identify whether funds are committed, pending, projected, and/or drawn from reserves or operations, etc.
- We will review your 990-tax returns for 2017 and 2018 that are posted online. If your organization has not filed a 990-tax return for 2017 and 2018, then email your organization's two most current year-end financials, including a balance sheet and profit-and-loss statement for each year. If you are sending financials, please note if they are audited statements.

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Optional: \*

Letters of recommendation for your organization and/or grant request. No more than three, please.

If you cannot provide any of the required documents, please explain:

By clicking Agree, and entering my name, title and date below, I attest to the following: that I am an authorized officer of the organization making this grant request, and that all information I have provided on and attached to this application is true, accurate and complete to the best of my knowledge. I understand that any funds granted will be used solely for the purpose and in the timeframe described in this application and subject to the conditions outlined in the Grant Agreement. I have kept a copy of my complete grant submission. \*

Enter Your Name and Title Here \*

Enter Date of Grant Request Submission \*