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First Fed Foundation

Sample Application for a Grant from
First Fed Foundation

**Applications for the Fall 2024 grant cycle will be accepted from
July 1, 2024 until 11:59 p.m. on Sunday, September 1, 2024.**

Thank you for your interest in applying for a grant from First Fed Foundation.

Before beginning your application, please do your due diligence on our grantmaking by reviewing the Foundation's <u>Grant Guidelines & FAQs</u>, the organizations that we have <u>funded to date</u>, sample <u>profoma budget</u>, and information <u>about our giving</u>.

Complete the application in one session, as the online form cannot be saved for completion at a later date. Once you submit it, changes will not be accepted.

Save a copy of your application by printing it from your computer's internet browser.

IMPORTANT: YOUR APPLICATION IS NOT COMPLETE UNTIL ALL OF THE FOLLOWING REQUIRED DOCUMENTS ARE RECEIVED BY 11:59 p.m. on Sunday, September 1, 2024.

Send the following required documents and, if you choose, the optional letter(s) of recommendation, limited to no more than three, in one email to Jan.Simon@FirstFedCF.org. Attach the documents, preferably in one PDF, and include your name, organization name, email address, and phone number.

Required documents are:
1. Your organization's 501(c)(3) determination letter.

2. The proforma budget for the project for which you're requesting grant funding. <u>Click here for the proforma budget template</u> to complete and submit with your other required documents. The time frame for the income and expenses on your proforma budget should coincide with the start and completion dates of the project for which you're requesting funding.

Regarding the income portion of the proforma budget, enter the sources of revenue as follows:

- SECURED: Funds already received for the project.
- COMMITTED: Funds for the project that have been confirmed in writing but not yet received, including funds from your organization's reserves or retained income.
- PROJECTED: Funds that you are requesting, anticipating, or projecting, but that are not yet committed or secured.

Be sure to answer the question regarding how the project will be affected if revenue projections are not realized.

3. Your organization's 2023 fiscal year-end balance sheet *and* profit-and-loss statement. It is not required that they be audited statements, however, please indicate if they are. **Do not send the full audit; send only the required statements and note if they are audited.**

4. Your organization's 2022 fiscal year-end balance sheet *and* profit-and-loss statement. It is not required that they be audited statements, however, please indicate if they are. **Do not send the full audit; send only the required statements and note if they are audited.**

Optional: You may attach letter(s) of recommendation for your organization and/or grant request. No more than three letters, please.

Send only the required documents and, if you choose, the optional letter(s) of recommendation, limited to no more than three. No other documents will be considered.

Applicant info:

Legal Name of Organization *

DBA (if different from Legal Name)

Are you a tax-exempt organization under Internal Revenue Code Section 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? *

Federal Tax ID Number *

Physical 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, Including Extension *

Email Address *

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

Executive Name

Executive Title

Executive Phone, Including Extension

Executive Email

Organizational info:

Year Founded *

Number of Employees *

Number of Volunteers *

Briefly summarize, with each answer not more than 250 words:

Your organization's history, mission and purpose *

Whom your organization serves *

Three current programs and activities *

Three accomplishments of 2023 *

Does anyone from First Fed or First Fed Foundation now serve on your board? *

If yes, name and position

Have you received funding from First Fed Foundation in the past? *

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

Information on Grant Project/Program:

In the section below, state in a succinct "sound bite" of less than 50 words, the purpose, impacts, and outcomes of the project for which you are requesting funding. For example:

1. $50,000 to purchase and rehabilitate the Garden Street Apartments in Bellingham, providing 11 permanent, affordable housing units and intensive case management services for chronically homeless women with mental, physical, and/or behavioral health disabilities.

2. $25,000 to develop and deliver four new weekend programs that provide opportunities for social, behavioral, educational, and life skills development for 96 people with special needs from Clallam, Jefferson, and Kitsap Counties.

3. $5,000 to help as many as 20 low- and fixed-income seniors in Clallam, Jefferson, and Kitsap Counties remain safely in their homes by funding the purchase of materials to construct ramps, rails, and grab bars, installed at no cost by a team of volunteers.

The purpose, impacts, and outcomes of your grant: *

Grant amount you're requesting: $ *

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

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

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

COMMUNITY SUPPORT: Grants of $5,000 to $25,000 that are intended to help community and human service organizations improve the quality of life in Clallam, Jefferson, Kitsap, and Whatcom Counties. Priority is given to efforts that build capacity to better serve the broader community, and to projects that benefit low- to moderate-income, disadvantaged, and/or marginalized persons or families. Projects funded by Community Support grants must be completed within 12 months of the grant award date.

HOUSING & HOMELESSNESS: Grants of $25,000 to $100,000 that support programs and projects that build upon First Fed's legacy of addressing homelessness; and expand 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.

You may access the online grant application <u>here</u>.

ECONOMIC DEVELOPMENT: Grants of $25,000 to $100,000 that fund initiatives that stimulate and expand economic and workforce development and living-wage job opportunities, with emphasis on collaborative and public/private initiatives sponsored by local organizations dedicated to economic development.

COMMUNITY DEVELOPMENT: Grants of $25,000 to $100,000 that support capital projects and 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.

What Geographic Area(s) will be served by your project or program? Check all that apply. *
- Clallam County
- Jefferson County
- Kitsap County
- Whatcom County

Considering applying for a grant to benefit community members in Bellevue?
The application process differs for Bellevue grants. Please click here to schedule a call with Jan Simon, Foundation executive director, for details.

As it relates to your project or program, within the time frame of the grant project for which you are seeking funding, and in less than 250 words for each response, please:

Describe the project or program, including the target population and number of people that will be served, the specific goals and measurable outcomes you're intending to achieve, and the impact of the project on the target population. *

State the need/problem/opportunity you'll be addressing within the time frame of this grant, and why it's important. *

If your project is intended to provide specific benefits to low- to moderate-income, disadvantaged, and/or marginalized persons or families, please describe. *

Identify any other organizations participating in this project and describe the nature of the collaboration. *

First Fed Foundation appreciates public acknowledgement of and/or naming rights on the projects it supports. If you offer such opportunities, please describe, in under 50 words:

Send one email with the following required documents to Jan.Simon@FirstFedCF.org:

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FOLLOWING REQUIRED DOCUMENTS ARE RECEIVED BY 11:59 p.m. on Sunday, September 1, 2024.

Send the following required documents and, if you choose, the optional letter(s) of recommendation, limited to no more than three, in one email to Jan.Simon@FirstFedCF.org. Attach the documents, preferably in one PDF, and include your name, organization name, email address, and phone number.

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Optional: You may attach letter(s) of recommendation for your organization and/or grant request. No more than three letters, please.

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

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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 time frame described in this application and subject to the conditions outlined in the Grant Agreement. **I have printed/saved a copy of my complete grant submission.** *

Enter Your Name and Title Here *

Enter Date of Grant Request Submission *