Special Notice: The online application must 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. <u>Do not use this document to apply for a grant</u>; it is provided for information purposes only.

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

Application for a Grant from the First Federal Community Foundation

Applications accepted from January 1, 2021 until 11:59 p.m. on March 1, 2021.

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

Please note:
Before beginning your application, review the Grant Guidelines & FAQs (http://bit.ly/ffcf-faq), the organizations that we have previously funded (http://bit.ly/38CKu6s) and, given the extraordinary needs caused and exacerbated by COVID-19, which may continue to impact the Foundation's grantmaking in 2021, review the projects we funded in 2020 (http://bit.ly/3rhOKAW).

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. To assist you in preparing your submission, you can view the application in its entirety here: http://bit.ly/ffcf-sample-grant

Save a copy of your application. You may do so by printing it 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 this application.

Your application will be considered complete when this form and the required documents are received by 11:59 p.m. on March 1, 2021. Send the following required documents and, if you choose, the optional letters of recommendation, limited to no more than three, in one email to Jan.Simon@FirstFedCF.org. Attach the documents in PDF format, and include your name, organization name, email address, and phone number. Required documents are:
- Your organization's 501(c)3 determination letter
- Your organization's 2021 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 that budget, identify whether funds are committed and from what sources, pending, projected, and/or drawn from reserves or operations, etc.

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

- We will review your 990-tax returns for 2018 and 2019 that are posted online. If your organization has not filed a 990-tax return for 2018 and 2019, then email your 2018 and 2019 year-end balance sheet and profit-and-loss statement for each year. Note if they are audited statements.
- Your organization's 2020 year-end balance sheet and profit-and-loss statement.

Optional: You may also attach optional letters 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 letters of recommendation, limited to no more than three. No other documents will be considered.

Legal Name of Organization *

DBA (if different than 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 *

Email Address *

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

Executive Name

Executive Title

Executive Phone

Executive Email

Organizational info:

Year Founded *

Number of Employees *

Number of Volunteers *

Briefly summarize, with each answer limited to 250 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 or First Federal Community Foundation now serve on your board? *

If yes, name and position

Have you received funding from First Federal Community 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 50 words or less, the purpose, impact and outcome of the project for which you are requesting funding. For example:
1) $5,000 to fund supplies for the volunteer Olympic Bluebill Builders, retired engineers who will install life-saving safety equipment such as access ramps, grab bars, and

handrails in the homes of the elderly and those with disabilities in Kitsap, Clallam, and Jefferson Counties.
2) $25,000 to provide no-cost HUD housing counseling services to prevent foreclosures for approximately 40 struggling homeowners in Whatcom, Kitsap, Clallam and Jefferson Counties.
3) $65,000 to underwrite an events and marketing campaign that supports the sustainability of local businesses, increases Port Townsend's visibility and attracts people and spending to the business districts that have been hard hit economically by the pandemic.

The purpose of your grant: *

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

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 time frame of this grant proposal, and in 250 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 time frame 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. *

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

If your project is intended to address hardships caused or exacerbated by the COVID-19 pandemic, please describe. *

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

Your application will be considered complete when this form and your required documents are received by 11:59 p.m. on March 1, 2021.

Send the following required documents and, if you choose, the optional letters of recommendation, limited to no more than three, in one email to Jan.Simon@FirstFedCF.org. Attach the documents in PDF format, and include your name, organization name, email address, and phone number. Required documents are:
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organization's 2018 and 2019 year-end balance sheet and profit-and-loss statement for each year. Note if they are audited statements.
- Your organization's 2020 year-end balance sheet and profit-and-loss statement

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

Send only the required documents and, if you choose the optional letters of recommendation, limited to no more than three. No other documents will be considered.
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 time frame 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 *