

## Community Grants Cycle Application Guidelines

### Eligibility Requirements

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Organizations meeting the following requirements are eligible for grants:

- Located in the State of Washington and serving Bainbridge Island residents;
- 501 (c)(3) status.

No grants will be made to any religious organization where the funds would be used in whole or in part to further the organization's religious purposes; to individuals; for any political purposes; or for any endowment funds.

### Funding Categories

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- Specific equipment needs, including training expenses related to the request.
- Support for capital campaigns or facility renovation.
- New projects or special programs that are not part of the organization's operating budget.
- Support for an organization's operating budget including expenses such as rent, core staff salaries or other costs of doing business that are not related to a specific program. Requests may represent a portion of the annual operating budget and do not have to be limited to a specific line item.

Since our intent is to strengthen an organization's operational capacity, BCF generally does not fund more than three consecutive years of operational support for any organization. Requests from organizations with more than two years of operating deficits must be accompanied by a plan for reducing the deficit and achieving financial sustainability. BCF does not fund any reduction of long-term debt.

### Grant-Making Criteria

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BCF grant making is done in compliance with guidelines established by the Council on Foundations National Standards Board.

In addition, three main principles guide BCF's Community Grants Cycle grant-making process:

- Grants should directly benefit the community;
- Priority should be given to proposals that benefit the greatest number of people or the most-underserved populations;
- Grants should have measurable outcomes: What quantifiable impact will the funding have on the community or on the population being served?

### Application Process and Deadlines

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Submit BCF's **Letter of Inquiry** form ([www.bainbridgecommunityfoundation.org/images/CGC\\_LOI.doc](http://www.bainbridgecommunityfoundation.org/images/CGC_LOI.doc)) by **March 15<sup>th</sup>**. If your organization meets the eligibility requirements for BCF's Community Grants Cycle, you will be invited to submit a full **grant proposal** by **April 15<sup>th</sup>**. Proposal requirements can be found at: <http://www.bainbridgecommunityfoundation.org/Grants.html>

### Proposal Review Process

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The BCF Grants Committee will review all proposals. A site visit and additional information may be requested.



The Grants Committee will recommend to the BCF Board of Trustees the grant requests to fund. The Board of Trustees will make the final decision on proposals brought forward by the Grants Committee.

All applicants will be notified by telephone following BCF's June board meeting regarding the funding of their proposals. Funds for approved grants will be available in early July.

### **Grant Monitoring and Reporting**

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It is the intent of BCF to use the Community Grants Cycle process as an opportunity to get to know and develop relationships with organizations seeking funding, regardless of whether BCF is able to grant the request. The grant review process may suggest other ways in which BCF can help applicants. This may include directing applicants to other potential resources, suggesting various fundraising methods, or providing advice to strengthen their grant writing.

Similarly, BCF sees funded proposals as an opportunity to stay in touch with grantees and learn more about their organizations. This includes informal monitoring of the use of Community Grants Cycle funds as well as two required reports:

- **Six-Month Grant Update** on the use of funds to date and the projected year-end use of funds, including an explanation of any differences with the proposed uses. This report is due in January.
- **Final Grant Report** due within 90 days of the close of the grant period. Final grant report requirements can be found at: [add link]. **Please note: A final financial reporting of the grant funds expended must be submitted with the final grant report in the format found on BCF's website.**

### **For more information about BCF's Community Grants Cycle, please contact:**

Jean Casey, Grants and Donor Services  
Bainbridge Community Foundation  
Marge Williams Office Center  
221 Winslow Way West, Box 305  
Bainbridge Island, WA 98110  
Phone: (206) 842-0433  
Email: [grants@bainbridgecommunityfoundation.org](mailto:grants@bainbridgecommunityfoundation.org)  
Website: [www.bainbridgecommunityfoundation.org](http://www.bainbridgecommunityfoundation.org)