

Community Strategies Round 2 FY12

IMPORTANT INFORMATION BEFORE BEGINNING THE APPLICATION PROCESS

To ensure that your application is successfully submitted, please note the following:

- **DEADLINE 5 P.M.** This application is due at 5 p.m. (PST) on the deadline date. In the interest of fairness to all applicants, late applications will not be reviewed.
- Clicking on the REVIEW AND SUBMIT button at the end of the application does not submit the application. It will open a window where you can review the contents of your application prior to submitting. You must continue to the bottom of the review window and then click on the SUBMIT button. When you do this, you will receive an email indicating your application has been submitted. **IF YOU DO NOT RECEIVE AN EMAIL CONFIRMATION, YOUR APPLICATION HAS NOT BEEN SUBMITTED.**
- All required attachments for this proposal must be submitted in a PDF format. If your organization is unable to provide PDF files, please contact INWCF grants staff to make other arrangements for required documents at least one week prior to the application due date.
- For more information about completing and submitting your application, please click on the Grant FAQs link at the upper left of this page.

Organization Information

I certify that I am authorized by the Executive Director/CEO and/or the Board of Directors to submit this proposal on behalf of the organization.

<None>

I certify that hiring and service delivery by this organization is conducted without regard to race, gender, religion, sexual orientation, age, national origin or disability.

<None>

Organization Name

Tax ID

Please enter information using this format: 55-5555555

Date of Incorporation

Please enter information using this format: 01/01/9999

Street Address

Please enter information using this format: 555 W. Elm Ave.

P.O. Box, Suite or Apartment number

Please enter information using this format: P.O. Box 555/Suite 555/Apt. 555

City

State

<Select One>

Zip Code

County

<Select One>

Web Site

Please enter information using this format: www.communityhelp.org. If your organization does not have a Web site, please indicate "not applicable."

Organization Mission

Please limit your reply to 100 words.

Annual Budget

Please state the total budget for your organization's most recently completed fiscal year.

Sample Only
Actual Application May Vary

Describe up to three key programs/services offered by your organization.

Please limit your reply to 200 words.

Please provide information about the head of this organization.

Prefix

First Name

Middle Initial

Last Name

Title

Please select the title of the head of the organization from the drop-down menu in the box below. If the correct title is not on the list, please write in the correct title in the box below the drop-down menu.

<None>

Title

If title is different from any provided in the above drop-down menu, please enter the correct title here.

Phone

Please enter information using this format: 555-555-5555

Extension

E-mail Address

Sample Only
Actual Application May Vary

Application Contact Information

If the primary point of contact for this proposal is someone other than the head of the organization, please provide the contact information here.

Prefix

First Name

Middle Initial

Last Name

Title

Phone

Extension

E-mail Address

Sample Only
Actual Application May Vary

Project Information

Please select the name of the grant program to which you are applying.

<Select One>

Program/Project Name

Provide a summary of your program/project request.

Please limit your reply to 150 words.

Request Amount

Total Program/Project Cost

Please select a request type.

<Select One>

Select the purpose of funding.

<None>

Indicate which county or counties from the following list will benefit most from this proposal.

Washington Counties: Adams, Asotin, Columbia, Ferry, Garfield, Lincoln, Pend Oreille, Spokane, Stevens and Whitman; Idaho Counties: Benewah, Bonner, Boundary, Clearwater, Idaho, Kootenai, Latah, Lewis, Nez Perce and Shoshone

Describe in detail the project for which you are seeking funds.

Be specific. If you are seeking funds to recruit new volunteers, state the number of volunteers you need and discuss details of how you will recruit them. If you are seeking funds to increase your organization's outreach, discuss the purpose for this increase and provide details on the type and frequency of outreach that will be conducted, ie: the number of newspaper ads or the number of workshops.

Sample Only
Actual Application May Vary

Provide a timeline and explain the specific activities that will take place during the grant period (June 1, 2012 - May 31, 2013). Be aware that any awarded grant funds are to be spent within this grant period.

Describe the need addressed by the program/project.

This should reflect the need in the community for this program (not your organization's need for funding). Include information about the population that will benefit directly or indirectly, and explain how this program/project is relevant at this time in the community/communities you serve.

Explain how your organization determined this as the best approach to addressing the need stated above.

Tell us a story.

If this is an existing program, please share a story of how your program made a difference for a specific client in the recent past. If you are proposing a new program or project, please share how you envision this impacting a person in your target population.

Please state the outputs (results) of your proposed program/project.

Sample Only
Actual Application May Vary

Please be number-specific. For example: 21 families who were previously homeless will be moved to permanent housing; 65 senior citizens will receive in-home health care services; 25 new volunteers will be trained and certified; Five two-hour sessions to convene neighborhood groups will be presented, etc.

Explain the broad community benefit of your proposed program/project, including the short- and long-term impacts.

Describe how you will measure and evaluate the success of your project.

Explain how you will know that you are succeeding. What will you measure, and how will you measure it?

Organizational Capability

Describe your organization's qualifications for carrying out this type of program/project.

Include information about staff qualifications, volunteer support, board expertise and previous organizational accomplishments.

Board Support

If your organization is a 501c3, please provide information about your board's financial support of your organization. Are members of your board required to provide financial support to your organization? If not, what percentage of your board contributes financially? Also, please include the total amount donated to your organization by board members in the past year. If you are submitting a proposal on behalf of a governmental organization, please skip this question.

Describe what your organization has done to prepare for this program/project.

Identify organizations you will collaborate with on this program/project, if any.

Describe how your organization is unique compared to other organizations that provide similar services.

Describe the efforts you have undertaken/will undertake to raise any additional funds or in-kind support required to implement the program/project.

Include plans, such as changes in scope or delays in program/project implementation, if you are unable to obtain all required funding.

If this is an ongoing project, describe how your organization will cover the expenses of this program after the grant period.

Project Challenges

What do you anticipate will be the most challenging aspect(s) of successfully carrying out this project in the next year? How are you prepared to meet the challenge(s)?

Sample Only
Actual Application May Vary



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Account: msanchez@inwcf.org

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Attachments

The following supporting documents are required to complete your application:

- **Program/project budget:** This is the budget for the specific program/project for which you are seeking grant funds. It should include:
 - Income sources, including cash and in-kind contributions (labor, goods and supplies that are donated). Note how much income has been secured or committed.
 - Expenses, such as personnel, contract services, equipment and supplies. Identify specifically what expenses will be covered by the funds from the Inland Northwest Community Foundation.
 - Net income (total income - total expenses).
 - Grant percentage of total budget.
 - Narrative explanation of any additional information that you believe would help us better understand your organization's program/project budget, including descriptions of in-kind donations, explanation of specific budget items and how the amount of specific items was calculated or determined.
- **Organization operating budget.** The organization operating budget should include:
 - Income sources, including cash and in-kind contributions (labor, goods and supplies that are donated). Note how much income has been secured or committed.
 - Expenses, such as personnel, contract services, equipment and supplies.
 - Net income (total income - total expenses).
- **Revenue and expense statement** (also called a profit and loss statement), that indicates changes in net assets and statements of activity.
- **Balance sheet** (also called an assets and liabilities statement), that indicates the financial position of the organization.
- **List of key staff** including a description of their positions relative to the

program/project request.

- List of board members with affiliations.
- A copy of your organization's 501 c3 letter.
- If you are using a fiscal agent, you must also upload a letter from the director of the fiscal agency that confirms your relationship

DO NOT UPLOAD YOUR ORGANIZATION'S AUDITED FINANCIAL STATEMENT OR IRS 990 REPORT IN LIEU OF THE REQUIRED FINANCIAL INFORMATION.

ALL UPLOADS MUST BE IN A PDF FORMAT. If you do not currently have a program on your computer to convert documents to a PDF format, you can download a free PDF conversion program from Microsoft by clicking [here](#). If your organization is unable to provide PDF files, you need to contact INWCF grant staff to make other arrangements for required documents at least one week prior to the application due date.

HOW TO UPLOAD YOUR ATTACHMENTS: Each document must be uploaded individually. To upload a document, click on the drop-down arrow in the "Title" box below to see a list of required documents. Click on the type of document you want to upload (i.e. Project Budget, Organization Budget, etc.). After you've selected the document type, click on "Browse" to find the document you wish to attach. Double click on the file name, or select the "Open" button, and then click the "Upload" button.

Upload

The maximum size for all attachments combined is 25 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title: Program/project budget (Required)

File Name: