SEABROOK COMMUNITY FOUNDATION
GRANT APPLICATION INFORMATION

Eligibility

1) Grant requestor must have 501.c.3 status and an IRS registered EIN.
2) Requestor must serve Gray's Harbor county.

Grant Application Process

1) Requestor must complete an application completely.
2) Provide EIN - number and legal name associated with the EIN. Application will not be reviewed without this information
3) W9 form must be filled out and accompany the application. Application will not be reviewed without this information.
4) Complete application and submit. Email a pdf file or send hard copy to the mail address. Both are noted at the end of this document.

NOTE: The downloadable PDF for the Grant Application is a Fillable PDF; you can input information directly to the form. If you need more room for a section, please note and provide on a separate page. Alternately, download the form, print it, fill it out and scan / email or mail it back.

Grant Application Review

1) You will receive verification of receipt via email or Postal Service.
2) Grant applications will be reviewed for completeness. Any incomplete application will be returned.
3) Each Grant Application will be reviewed by the board at the next scheduled board meeting.
4) More information and action may be required: This may include visits and requests for more information from your organization. Information may also be requested from other organizations as it pertains to the grant request.
4) Complete grant applications will be reviewed at the Board of Director's meeting following receipt of the application. Decisions on all grant applications are made by the Board of Directors.

5) You will be advised of the decision by the Board of Directors within 5 working days of the date the decision was made.

Exception for Emergency Grants; Request for Immediate Action

1) Immediate action is applicable when the approval process of the Board of Directors does not allow successful use of grant funds. Determination of Immediate Action is at the sole discretion of the Board of Directors.
2) A Grant request for Immediate Action should be noted in the appropriate section of the application.
3) Immediate Action requests must be approved by the board.
4) If Immediate Action is approved, the Board of Directors will act on the grant request as soon as possible. The Board of Directors will do its best to act quickly.

Seabrook Community Foundation Contact Information

Mail:

Seabrook Community Foundation
PO Box 423
Pacific Beach, WA   98571

Email:

sbfoundation@seabrookwa.com

Web Site:

http://www.seabrookwa.com/seabrook-community-foundation/

SEABROOK COMMUNITY FOUNDATION
GRANT APPLICATION

Name of Organization: _____

Address: _____

_____

_____

EIN: _____

Legal Name Associated with EIN: _____

Web Site: _____

Facebook Page: _____

Organization Head Person: _____

Phone Number: _____

Email: _____

Contact Person: _____

Phone Number: _____

Email: _____

Organization History and Mission: _____

_____

_____

_____

_____

_____

 (Please use separate sheet for more information)

Name of Program (Project, Initiative, other) for this grant:

_____

Description of Program:

_____

_____

_____

_____

_____

_____

(Please use separate sheet for more information)

Total Budget for Program: _____

Requested Amount for Program: _____

Effective Start Date of Program: _____

Effective End Date of Program: _____

Is this a request for <u>Immediate Action</u>? Why? _____

_____

_____

_____

How will grant funds be utilized within the above Program:

_____

_____

_____

_____

_____
(Please use separate sheet for more information)

Statement of Need: why do you need a grant for this Program?

_____

_____

_____

_____

What is your prior experience with Programs of this type? _____

_____

_____

_____

How will success of this Program be measured? _____

_____

_____

Demographic Served by Program: _____

_____

Geographic Area Served by Program: _____

_____

Summary of Grant Request: _____

_____

_____

_____

_____

_____

Financial Information

Provide organization operating revenue and expense for current and previous 3 years.

	Revenue	**Expense**
Year 1	_____	_____
Year 2	_____	_____
Year 3	_____	_____

Notes to above Financial Information: _____

_____

_____

_____

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