



General Information

Applications will be accepted from organizations meeting the following requirements:

- A current **501(c) (3) nonprofit status** from the Internal Revenue Service,
- Serve Bainbridge Island residents and be located in Washington State,
- Grant period for projects is July 1, 2018 – June 30, 2019, and
- Requests \$1,000 to \$10,000 will be considered.

During the 2017 Community Grants Cycle (CGC), BCF awarded 62 grants of \$269,887, our largest total CGC amount and number of awards in any single year. Since the inception of the CGC in 2005, \$1.84 million in local grants have been awarded.

NOTE: Grants will not be awarded to any religious organization where the funds would be used in whole or in part to further any religious activity or outreach and must be used solely for secular purposes; to individuals; for any political purposes; for vehicles; or for any endowment funds. Funds will not be awarded for project &/or equipment, etc. that were started, completed or acquired PRIOR to the July 1, 2018– June 30, 2019 grant period.

2018 Community Grants Cycle (CGC) Timeline

February 14 – 12 Noon, Grant Applications “go live”

March 14 –DEADLINE 9 PM PST to submit online Grant Application. Applications will not be considered past this deadline.

March 15 – June 14 – Application evaluation and review. Site visits scheduled between March 29 and April 20.

June 19 – BCF Board of Trustees makes final grant decisions

June 20 – Organizations notified of funding decisions

July 12 – Annual Nonprofit Celebration, 4:30 – 6:00 PM at Bainbridge Performing Arts (with One Call for All & BI Rotary)

Mid July -- Grant Agreement information emailed via Common Grant Application to the email provided in the application. Grantee will log on and accept the agreement. Grant checks will then be mailed.

August 31, 2018 – Due date to submit FINAL REPORT via Online Grant Application for the **2017 CGC grants cycle**

August 31, 2019 – Due date to submit FINAL REPORT via Online Grant Application for the **2018 CGC grants cycle**

NEW POLICY: NONPROFITS NOT SUBMITTING FINAL REPORTS BY THESE DEADLINES WILL BE DEEMED INELIGIBLE TO APPLY FOR FUNDING DURING THE FOLLOWING YEAR’S COMMUNITY GRANT CYCLE.

Funding Causes & Types

As a community foundation, we are generalists and help sustain *all* sectors of the nonprofit community.

Grants are made for the following CAUSES:

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|---|--------------------------------|
| Animal Welfare | Health, Housing and Human |
| Arts, Culture, Humanities, and Recreation | Public / Society Benefit |
| Disaster Relief | Science / Technology |
| Education | Social Science / Public Policy |
| Environment | |

BCF Program Funding Types:

- Program** (Specific Program or project)
- Capital** (Equipment / Facility Repairs, etc.) *Estimates must be provided at time of application*
- Direct** (Access to Programming / Support or Access for Underserved Populations)
- Operating** (General Operating Support)

BCF Does NOT Fund: Research, Scholarship/Fellowship, In-kind or Product Donation, Loans, or Vehicles

Funding Sources

In addition to BCF discretionary grantmaking funds, we partner with BCF Donor Advisors, Private Foundations, other partners, as well the *BCF Collaboration Prize*. This prize is focused on funding applications that promotes a true



collaboration between organizations. This award is funded by donations from board, staff, CGC team members and the public. BCF will continue the online grant catalogue of Community Grant Cycle requests with the goal of leveraging community donor support. In the past we've shared requests with our donor advisors and funding partners. Our hope is that this newer component will bring greater awareness to your project. There will be the option to opt-out of this program if your organization wishes not to participate. Community Foundations in other areas have had good success with this approach.

Evaluation Criteria

BCF grant making is done in compliance with guidelines established by the Council on Foundations National Standards Board as well as PEAK Grantmaking's *Project Streamline*. Note that grant funds should not be considered a source of ongoing funding for your organization. The following principles guide BCF's Community Grants Cycle grant-making process:

- **Grants should directly benefit the community** Provide statistical data, client waiting lists, documented lack of services, etc.
- **Priority may be given to proposals that benefit the greatest number of people or the most under-served populations;**
- **Grants should have measurable outcomes**
- **Organizational effectiveness, innovation, and board / organization capacity may also be taken into consideration.**
- **What is the likelihood of project success (is it well-planned and likely to succeed)**
- **Is the application thorough and complete**

Process

- We use **Common Grant Application** www.commongrantapplication.com to manage our grantmaking process.
- If this is your first time using the Common Grant Application, log on to their website and click the sign-up button at the top of the page.
- If you are a returning applicant, log in to your existing account. If you cannot remember your log in credentials, please contact Common Grant Application (or Debbie Kuffel (debbie@bainbridgecf.org). **DO NOT** set up a new account.
- Only **ONE** grant application per organization will be accepted. However, additional grant application(s) will be accepted if made with another nonprofit for a collaborative effort. Collaborative/partnership efforts will be considered for the **BCF Collaboration Prize**.
- Following BCF Policy (and *Project Streamline* Guidelines), If the grant request is \$2,500 or less and is NOT for Operational Support, you will only need to submit your most recently filed Form 990 as well as your 2018 Organization's Operating Budget for "**Organization**" financial documents. If Request is for Operational Support, **or**, is for more than \$2,500, additional financial information is required. **Program/Project budgets** are required for all applications. Operational Support requests do not require Program documentation.
- All eligible grant request must participate in a site visit by a team comprised of BCF staff, board members and/or community volunteers.
- Please include your **logo** AND **2 to 4 recent high quality (not pdf) photos** with your application. Do not provide a link to your website in lieu of uploading photos. These images will be used by BCF on our website, eNews, BCF annual and grantmaking reports or in other ways to publicize our grantmaking and the great work of the nonprofit agencies serving Bainbridge Islanders.
- **Continuing this year**, we will be again use an online grant catalogue of applicant requests on our website. Your submitted pictures will also be used to highlight your request. On the 2018 CGC application, you will be asked if you would like to participate in this new opportunity. This information will also be advertised widely.
- **Organizations new to the application process**, are strongly encouraged to talk with Debbie Kuffel, BCF Program & Finance Office. She can be reached at debbie@bainbridgecf.org. She is happy to discuss applications from both new and returning applicants and provide constructive feedback.