



**COLUMBIA BASIN**  
**F O U N D A T I O N**  
C O M P A S S I O N • S E R V I C E • I N T E G R I T Y

# Grant Guidelines

## TABLE OF CONTENTS

	Page
COLUMBIA BASIN FOUNDATION Mission Statement	2
Overview of COLUMBIA BASIN FOUNDATION	3
Priorities and Limitations/Grant Process	4
Applying for a Grant	5
Application Form	6
Award Agreement	7
Completion Report	8

### Mission Statement

#### COLUMBIA BASIN FOUNDATION

*“To improve the quality of life and shape the future of the  
Columbia Basin through philanthropy.”*

The Columbia Basin Foundation is a community foundation supported by a variety of charitable contributions. The foundation is a catalyst for producing relationships based upon compassion, service and integrity. Our relationships are created by:

- Assisting donors to create charitable funds and achieve their philanthropic desires.
- Granting funds to community nonprofits to support charitable and educational needs.
- Providing leadership in partnering with local groups to identify community needs.
- Being a responsible steward of the funds we manage.

**We are a public charity to serve community needs.**

## **Overview of COLUMBIA BASIN FOUNDATION**

Since 1996, Columbia Basin Foundation has been serving the people of the Columbia Basin as a charitable community foundation. We are one of over 650 community foundations in the United States. A community foundation is a tax-exempt public charity that enables people to establish charitable funds. Community foundations make grants to community groups from funds established by individuals, families, businesses and others who wish to support the work of non-profit groups, schools and other groups that address community needs.

Like all community foundations, we are governed by a volunteer Board of Directors made up of leading citizens and professionals with expertise in knowing our community's needs. We strive to identify current and emerging issues in our communities and stimulate resources to address those needs and help our region prepare for the future.

### **Donors make gifts to CBF in many different ways:**

#### **CBF Sustaining Endowment**

Unrestricted Funds, or community action funds, give the foundation the discretion to make grants that address the most urgent needs of the community as they change from time to time.

#### **Field-of-Interest Funds**

Field-of-Interest Funds benefit a specific area – such as education, the arts or disadvantaged children – of interest to the donor. They can also benefit a geographical area.

#### **Donor-Advised Funds**

Donor-Advised Funds are often created as an alternative to a private foundation and allow donors to recommend the charitable organizations and causes to be considered for grants.

#### **Agency and Designated Funds**

Designated Funds make grants to specific organizations, often non-profit agencies, chosen by the donor when the fund is established. Non-profit agencies often establish endowments for their own benefit, as well, ensuring long-term financial stability.

#### **Scholarship Funds**

Donors wishing to make education available to individuals in their communities establish a scholarship and award funds.

#### **Special Project/Building Funds**

These funds are created by donors who wish to address community needs and assure support for their charitable goals. Special projects can be for the improvement of specific programs within individual communities, such as parks, etc. Building funds would be for the construction of permanent facilities.

## **Priorities and Limitations**

### **The Foundation will:**

- Make grants only to qualified, tax-exempt nonprofit organizations for work directly benefiting residents of the Columbia Basin.
- Place a priority on projects that help build the community and help strengthen community connections.
- Favor those applications that show the greatest promise of leveraging additional support from the community.
- Favor creative projects that meet specific community needs and benefit a broad segment of the local population.

### **The Foundation will not:**

- Make grants when the activities are not clearly described.
- Make grants when the goals are not specific or realistic.
- Make grants when the income and expense statements are incomplete or unclear.
- Make grants to individuals, government agencies, or religious organizations for religious purposes.
- Make grants for endowments, debt retirement, political campaigns, fundraising events, advertising, or conferences.
- Make grants to organizations that discriminate on the basis of ethnicity, gender, religion, or physical ability.

## **Grant Application Process**

- CBF staff reviews each proposal to confirm it meets our guidelines and that all information has been included. Your organization may be contacted so that a site visit can be conducted.
- Copies of the application are circulated to our Distribution Committee for review.
- Upon review and discussion, our committee recommends to the Board of Directors which proposals to award. Our Board of Directors then acts upon these recommendations.
- A letter of notification of the Board's decision will be sent after the May Board meeting to each organization.

## Applying for a Grant

A completed application consists of the following items:

- Application Cover Page
- List of key personnel and/or Board of Directors
- A current financial statement of the organization including both income and expenses.
- The operating budget for the current year, including a description of anticipated income sources.
- One-page description of project and the need it fulfills.
- Letter of understanding between participating organizations if this is a collaborative project.
- Eligibility document (submit one of the following):
  - Non-profit: a copy of your organization's IRS 501(c)(3) ruling letter
  - Public School: Letter from school principal or superintendent agreeing to accept funds for the purposes of this grant.
  - Town/City or Government Agency: Letter from the head of the agency agreeing to accept funds for the purposes of this grant.
  - Fiscal Sponsor: Letter agreeing to accept the funds on your behalf for the purposes of this grant. If your fiscal sponsor is a 501(c)(3) organization please include a copy of their IRS ruling letter.

**Incomplete applications will not be considered.**

For more information and any questions regarding the application process please contact:

**Donn Cook, Executive Director**  
**COLUMBIA BASIN FOUNDATION**  
234 First Avenue NW, Suite B  
Ephrata, WA 98823  
509-754-4596

**Email: [dcook@columbiabasinfoundation.org](mailto:dcook@columbiabasinfoundation.org)**  
**[www.columbiabasinfoundation.org](http://www.columbiabasinfoundation.org)**

# Application Cover Page

Date \_\_\_\_\_

Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Contact Person \_\_\_\_\_

Description of Organization \_\_\_\_\_

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Project Summary \_\_\_\_\_

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**Application Deadline: March 31, 2017**

*Applications must be received in the Columbia Basin Foundation office by 5:00pm on date of the application deadline to be considered!*

## Terms of Award Agreement

As a public charity, Columbia Basin Foundation is subject to rigid examination by the Internal Revenue Service to insure full compliance with its regulations. As a result, we ask that our grant recipients provide us with organizational and tax status information for our files and that they agree to receive the grant funds under the conditions below. All grantees must qualify as 501(c)(3) non-profit or public organizations or have a written agreement with a fiscal sponsor that has this designation.

Please read these conditions carefully. Should you be awarded a grant from CBF, you will be asked to return a signed copy of the award letter, agreeing to these terms, together with any requested documentation.

- This award is made for the purposes stated in the award letter.
- No part of any grant may be used for a political campaign or to support attempts to influence legislation of any governmental body, nor to grant any portion of the award to a secondary grantee without the express written permission of the Foundation to do so.
- Grant funds should be expended within 12 months after payment is issued. At the end of this period any unexpended grant funds should be submitted to the Foundation
- Grants must be returned if the grant recipient loses its exemption from federal income taxation as provided for under section 501 (c)(3) of the Internal Revenue Code.
- All Grantees are required to submit a ***completion report to CBF 30 days after grant funds have been expended or one year after the award date whichever comes first.*** We ask that you be honest and critical in your assessment of the project. This information will be used to help direct the grant making efforts of the Foundation, as well as help you improve your programs.
- Payment will be forwarded upon receipt of the signed award letter.

# Completion Report

Date\_\_\_\_\_ Report Due to CBF \_\_\_\_\_

Name of Organization\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_ Email\_\_\_\_\_

Contact Person\_\_\_\_\_

Grant Received\_\_\_\_\_

Please provide a brief assessment of the outcome of your project. Include details about what worked well and what you would change in the future. Attach any financial documentation on how money was spent. (use additional sheets, if necessary)

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# 2017 Grants Available

## ALVAR & LOUISE SWANSON COMMUNITY FUND

Grant amount: to be determined      Field of Interest: Open  
Geographic area: Grant, Adams and western Lincoln Counties

Previous recipients: Soap Lake Garden Club "Calling the Healing Waters" Sculpture Project  
Hartline Betterment Organization  
Safe Kids Grant County / Central Basin Traffic Safety Taskforce

## ERLE & HELEN SOLA COMMUNITY FUND

Grant amount: to be determined      Field of Interest: Open  
Geographic area: Grant, Adams and western Lincoln Counties

Previous recipients: Wilbur-Creston Wildcat Booster Club  
Lind Community Garden & Education Center

## FERNE DANIEL FUND

Grant amount: to be determined      Field of Interest: Animal shelters  
Geographic area: Grant, Adams and western Lincoln Counties

Previous recipients: Grant County Animal Shelter  
Daze of Camelot Animal Sanctuary  
Adams County Pet Rescue

## FERNE DANIEL FUND

Grant amount: to be determined      Field of Interest: Youth Programs  
Geographic area: Grant, Adams and western Lincoln Counties

Previous recipients: City of Ephrata Rec Dept BOLD Program  
Boys and Girls Club of the Columbia Basin  
MLHS JAG/JWG Program

## JIM CAMPBELL SR. MEMORIAL FUND

Grant amount: to be determined      Field of Interest: Open  
Geographic area: Greater Moses Lake community of Washington State

Previous recipients: City of Moses Lake Trail Planning  
CampFire USA – NCW Council  
Columbia Basin Girls Softball Association

## WOMEN/CHILDREN'S FUND OF GRANT AND ADAMS COUNTIES

Grant amount: to be determined  
Field of Interest: Grants to encourage economic, educational, physical, emotional, social and personal growth of women & children. Emphasis on programs that address the prevention of domestic violence and sexual assault.  
Geographic area: Grant and Adams Counties

Previous recipients: New Hope Domestic Violence & Sexual Assault Services  
Soap Lake Elementary Accelerated Reader Program  
Project Linus – Ephrata chapter

**Please note:** At this time, CBF has limited grants of this type available. All are restricted in their field-of-interest and/or geographic area. Please apply only for those grants for which you are qualified.

**Application Deadline: March 31, 2017**