



# Camas-Washougal Community Chest 2019 Grant Request Application

## Section I General information

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

Mailing Address \_\_\_\_\_

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

Contact email \_\_\_\_\_

**501(c) (3) organization?** Yes \_\_\_ No \_\_\_ **Federal Tax ID #** \_\_\_\_\_

**Camas School District?** Yes \_\_\_ **Washougal School District?** Yes \_\_\_

**Grant Amount Requested \$** \_\_\_\_\_

Camas-Washougal Community Chest financial support is for 501 (c) (3) organizations serving the Camas-Washougal area or eligible school district. Priority support goes to those organizations devoting all or a high percentage of their funds to these communities. Approved grant monies will be distributed in quarterly amounts beginning March, 2019. Organizations awarded a 2019 grant will be expected to file a written report of how grants funds have been used at the end of six months (September 2019) and at the end of 12 months (March 2020). Send reports to: [info@CamasWashougalCommunityChest.org](mailto:info@CamasWashougalCommunityChest.org).

Any deviations from the proposed use of funds will need to be reviewed, discussed and approved by the CWCC Board before using the funds in a different way than originally approved.

Briefly state your organization's purpose:

Please list the approximate number of individuals served by recent grant funds received from the Camas-Washougal Community Chest in 2016 \_\_\_\_\_ 2017 \_\_\_\_\_ 2018 \_\_\_\_\_

## Section II Specific Grant Request Information

Attach a sheet (Attachment 1) to this application and include the following information:

1. Need for the grant.
2. Specific purposes for the grant funds requested. **NOTE: applicant needs to explain here how the grant funds will serve to advance one or more of the following purposes: education, youth activities, aid to people with special needs, natural resource conservation, health and welfare programs, crisis and emergency services and other similar charitable or civic objectives.**
3. List any other funds, including the source of those funds, expected to assist with the activity or service related to this grant request.
4. Number of people in the Camas-Washougal area who will benefit from the activity or service related to the grant request.
5. Camas-Washougal locations to be served.
6. Show total budget for the activity/service related to this grant request and show a breakdown by funding source.

## Section III Supporting Information

Please attach to this application the following information marked Exhibit A, B, C and D.

Exhibit A: Organization's financial statement for the last fiscal year showing assets, liabilities, income and expenses.

Exhibit B: Your organization's proposed budget for the next fiscal year.

Exhibit C: Percentage of the total budget that will be used in the Camas-Washougal area.

Exhibit D: Use of Funds Declaration and Permission to use Digital Photos

Exhibit E: Half Yearly Progress Report Cover Page – September 2019

Exhibit F: Final Report Cover Page – March 2020

## Section IV Provide Three Digital Photographs

With either the half yearly report in September 2019 or the final report in March 2020 e-mail to [info@CamasWashougalCommunityChest.org](mailto:info@CamasWashougalCommunityChest.org) three digital photos that depict how the grant monies were spent. Once submitted, the digital photos will become the property of the Camas-Washougal Community Chest and may be used in published works of the Community Chest to illustrate how grant funds awarded support the local communities of Camas and Washougal.

## **Section V Need More Information?**

For further information please call Camas-Washougal Community Chest Board Vice-President Joelle Scheldorf @ 360-901-6607 or email to [info@CamasWashougalCommunityChest.org](mailto:info@CamasWashougalCommunityChest.org).

## **Section VI Submitting Grant Application/ Filing Grant Reports**

**We prefer** that grant applications and reports **be e-mailed** as a PDF to:

[info@CamasWashougalCommunityChest.org](mailto:info@CamasWashougalCommunityChest.org)

or

Grant applications and reports may be mailed to:

Camas-Washougal Community Chest  
PO Box 960  
Camas, Washington 98607

### **Grant application deadline:**

Dated on or before December 15, 2018, if e-mailed  
Postmarked on or before December 15, 2018, if mailed

### **Half yearly grant report deadline**

Dated on or before September 1, 2019, if e-mailed  
Postmarked on or before September 1, 2019, if mailed

### **Final grant report deadline**

Dated on or before March 1, 2020, if e-mailed  
Postmarked on or before March 1, 2020, if mailed

**Camas-Washougal Community Chest  
2019 Grant Award  
Use of Grant Funds Declaration and  
Permission to Use Digital Photos in Community Chest Publications**

Name of Grant Applicant: \_\_\_\_\_

Grant Request Amount: \$ \_\_\_\_\_

Brief Summary of proposed program/project that funding is requested for:

**DECLARATION:**

If our proposed program/project is funded by The Camas-Washougal Community Chest, we understand that the grant funds must be spent consistent with the approved grant application. If for whatever reason circumstances change that would warrant spending the grant funds for purposes not consistent with this grant application we acknowledge and understand that we must review said changes with the Camas-Washougal Community Chest **before** spending the grant fund for purposes not consistent with this grant application. We further acknowledge and understand that the Camas-Washougal Community Chest may not disburse grant funds for our new proposed uses if those uses are not consistent with the goals and objectives of the Camas-Washougal Community Chest.

**PHOTO USE PERMISSION**

As a recipient of a Community Chest grant we understand that we need to provide three digital photos that depict how the grant award was used. We further understand that once e-mailed to the Community Chest the photos will become the property of the Community Chest and may be used in published works of the Community Chest to show how its grant awards benefit the Camas and Washougal communities.

Signed By: \_\_\_\_\_  
(authorized representative of grant applicant)

Date: \_\_\_\_\_

**Camas-Washougal Community Chest  
Half Yearly Grant Report  
Due by September 1, 2019**

Grant Applicant: \_\_\_\_\_

Grant Award Amount: \_\_\_\_\_

At a minimum, please provide the following information in the report:

- ❖ Name of organization and contact name;
- ❖ Amount of grant spent to date;
- ❖ How the funds were spent including list of expenditures and number of individuals served;
- ❖ Any deviations to the proposed spending and purposes agreed to by the Board when the grant was issued (to ensure deviations are consistent with the objectives of the Community Chest, any significant deviations must be reviewed and approved by the Community Chest before the funds are spent);
- ❖ Describe one or more examples of how you acknowledged the CWCC grant (see page 8 of this application); and
- ❖ Comments if any.

**We prefer** that half yearly report **be e-mailed** as a PDF to:

[info@CamasWashougalCommunityChest.org](mailto:info@CamasWashougalCommunityChest.org)

or

Half yearly report may mailed to:

Camas-Washougal Community Chest  
PO Box 960  
Camas, Washington 98607

**Retain and Submit as Cover Page for Half Yearly Report**

**Camas-Washougal Community Chest  
Final Grant Report  
Due by March 1, 2020**

Grant Applicant: \_\_\_\_\_

Grant Award Amount: \_\_\_\_\_

At a minimum, please provide the following information in the report:

- ❖ Name of organization and contact name;
- ❖ Amount of grant spent to date;
- ❖ How the funds were spent including list of expenditures and number of individuals served;
- ❖ Any deviations to the proposed spending and purposes agreed to by the Board when the grant was issued (to ensure deviations are consistent with the objectives of the Community Chest, any significant deviations must be reviewed and approved by the Community Chest before the funds are spent);
- ❖ Describe one or more examples of how you acknowledged the CWCC grant (see page 8 of this application); and
- ❖ Comments if any.

**We prefer** that final grant report **be e-mailed** as a PDF to:

[info@CamasWashougalCommunityChest.org](mailto:info@CamasWashougalCommunityChest.org)

or

Final grant report may be mailed to:

Camas-Washougal Community Chest  
PO Box 960  
Camas, Washington 98607

**Retain and Submit as Cover Page for Final Grant Report**

## **Application Completeness Checklist**

### **If Specific Grant Request Information has been Provided, Check Box**

- Need for grant (Attachment 1 – Item 1)
- Specific purposes for the grant (Attachment 1 – Item 2)
- Other funds, including source, used to support activity or service (Attachment 1 – Item 3)
- Number of people expected to be served by grant funds (Attachment 1 – Item 4)
- Camas-Washougal locations to be served (Attachment 1 – Item 5)
- Total budget for activity or service broken down by funding source (Attachment 1 – Item 6)

### **If Supporting Information has been Provided, Check Box**

- Organization's last fiscal year budget (Exhibit A)
- Organization's next fiscal year budget (Exhibit B)
- Percentage of budget used in Camas and Washougal communities (Exhibit C)
- Signed Use of Funds and Digital Photos declaration form (Exhibit D)

### **By Checking Box We Understand a Future Action is Required for these Activities**

- Provide three digital photos with half yearly or final report
- Submit half yearly report by September 2019
- Submit final report by March 2020

**Submit Completed Checklist with Grant Application**

# Grant Acknowledgements Appreciated

## Help Us to Help You in the Future

The Camas-Washougal Community Chest is supported solely by donations from individuals and businesses. More than 95% of donations received are distributed as grants to local non-profit organizations which offer services in the Camas and Washougal area. Those services must advance one or more of the following purposes: education, youth activities, aid to people with special needs, natural resource conservation, health and welfare programs, crisis and emergency services and other similar charitable or civic objectives

Since we don't offer services directly, our greatest challenge is name recognition – letting people know we are here to help in serving the local community through our partners such as yourself. We would appreciate your help in raising our profile in the local community so that we can continue to offer grants in the future.

You can help us by:

- ❖ Mentioning CWCC as a sponsor or partner in press releases sent out associated with the project funded (i.e. these services are funded in whole or part by a grant from the Camas-Washougal Community Chest).
- ❖ Mentioning CWCC as a sponsor or partner in any printed materials associated with the project funded (brochures, flyers, posters, annual reports, etc.).
- ❖ Mentioning CWCC as a sponsor or partner in any presentations given associated with the project funded.
- ❖ Using our logo in written or digital publications, as appropriate.
- ❖ Becoming a friend of Camas-Washougal Community Chest and advocate for us in appropriate settings.
- ❖ If you have a website, providing a link to the CWCC website (<http://www.CamasWashougalCommunityChest.org/>).