



Camas-Washougal Community Chest 2024 Grant Request Application

Section I General information

Name of Organization _____ Date _____

Mailing Address _____

Contact Person _____ Phone _____

Contact email _____

Are you a 501(c) (3) organization? Yes ___ No ___ Federal Tax ID # _____

Are you the Camas School District? Yes ___ Are you the Washougal School District? Yes ___

Grant Amount Requested \$ _____

Make check payable to?

If CWCC awards a grant pursuant to this application, who should the check be made payable to: _____

Camas-Washougal Community Chest financial support is for 501 (c) (3) organizations serving the Camas-Washougal area or eligible school district. Applicants must be able to demonstrate that all or a high percentage of their funds will be used to support these communities. Approved grant monies will be distributed in quarterly amounts beginning March 2024. Organizations awarded a 2024 grant will be expected to file a written report of how grant funds have been used at the end of nine months (December 2024). Send report to: 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 2021 _____ 2022 _____ 2023 _____

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, diversity, equity, inclusivity and other similar charitable or civic objectives.**
3. List any other funds, including the source of those funds, expected to assist with the activity, service or project related to this grant request.
4. Number of people in the Camas-Washougal area who will benefit from the activity, service or project related to the grant request.
5. Geographic locations to be served.
6. Show total budget for the activity, service or project related to this grant request, including a breakdown by funding source.
7. State when grant funds are to be spent. Grant approval is only given to applications with expenses incurred within the twelve months following the grant award in March. CWCC intends for the grant to be used for services, supplies, construction or other costs incurred after notification of a grant award is received by the applicant.

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 latest fiscal year showing assets, liabilities, income and expenses.

Exhibit B: Your organization's proposed budget for the activities, services or projects supported in part, or fully funded, by this grant.

Exhibit C: Percentage of the proposed budget described in Exhibit B that will fund activities, services or projects in the Camas-Washougal area. Discuss the mechanisms or procedures you will use to monitor the geographic disbursement of the CWCC grant dollars.

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

Exhibit E: Grant Report Cover Page – December 2024.

Section IV Provide Three Digital Photographs

With the grant report in December 2024 e-mail to 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 President Mindy Schmidt at 360-834-8146 or email to info@CamasWashougalCommunityChest.org.

Section VI Submitting Grant Application/ Filing Grant Report

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

info@CamasWashougalCommunityChest.org

or

Grant application and report may be mailed to:

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

Grant application deadline:

Dated on or before December 15, 2023, if e-mailed
Postmarked on or before December 15, 2023, if mailed

Grant report deadline

Dated on or before December 31, 2024, if e-mailed
Postmarked on or before December 31, 2024, if mailed

Section VII Do You Use Volunteers to Deliver Services?

If your organization uses volunteers to deliver your services, please briefly describe the type of tasks you assign to those volunteers and the number of volunteers that are needed.

Your volunteer coordinator's contact information:

Name: _____ Phone Number: _____

Email Address: _____

**Camas-Washougal Community Chest
2024 Grant Award**

**Use of Grant Funds Declaration and Permission to Use Digital Photos
and videos 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 funds 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. If needed, see page 8 for a photo release form.

Signed By: _____
(authorized representative of grant applicant)

Date: _____

**Camas-Washougal Community Chest
Grant Report
Due by December 31, 2024**

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 7 of this application); and
- ❖ Comments if any.

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

info@CamasWashougalCommunityChest.org

or

Grant report may be mailed to:

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

Retain and Submit as Cover Page for 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, service or project (Attachment 1– Item 3)
- Number of people expected to be served by grant funds (Attachment 1 – Item 4)
- Geographic locations to be served (Attachment 1 – Item 5)
- Total budget for activity, service or project broken down by funding source (Attachment 1 – Item 6)

If Supporting Information has been Provided, Check Box

- Organization’s last fiscal year financial statement (Exhibit A)
- Organization’s budget for activities, services or projects funded by this grant (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

- Required** – Provide three digital photos with grant report
- Submit grant report by December 31, 2024
- Optional** – Submit one or more 30 – 60 second videos by December 31, 2024

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, businesses, foundations and events. More than 95% of donations received are distributed as grants to local non-profit organizations which offer activities, services or projects in the Camas and Washougal area. Those activities, services or projects 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 activity, service or project funded (i.e. these activities, services or projects 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 activity, service or project funded (brochures, flyers, posters, annual reports, etc.).
- ❖ Mentioning CWCC as a sponsor or partner in any presentations given associated with the activity, service or 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/>).

Optional – Provide 30 – 60 second video

Anytime during grant period e-mail to info@CamasWashougalCommunityChest.org a 30 – 60 second video that depicts how the grant monies were spent. Once submitted, the video will become the property of the CWCC and may be used in social media posts of the Community Chest to illustrate how grant funds awarded support the local communities of Camas and Washougal.

VIDEO USE PERMISSION

As a recipient of a Community Chest grant, we understand that we may provide 30 – 60 second videos that depict how the grant award was used. We further understand that once e-mailed to the Community Chest the videos will become the property of the Community Chest and may be used in social media posts of the Community Chest to show how its grant awards benefit the Camas and Washougal communities. If needed, see page 8 for a photo/video release form.

Signed By: _____ Date: _____
(authorized representative of grant applicant)

PHOTO/ VIDEO RELEASE FORM

I hereby grant the Camas-Washougal Community Chest permission to use my likeness in a photograph, video, or other digital media (hereafter referred to as “photo”) in any and all of its publications, including web-based publications, without payment or other consideration. I understand and agree that all photos will become the property of the Camas-Washougal Community Chest and will not be returned.

I hereby irrevocably authorize the Camas-Washougal Community Chest to edit, copy, exhibit, publish, or distribute these photos or for any lawful purpose. In addition, I waive any right to inspect or approve the finished product wherein my likeness appears. Additionally, I waive any right to royalties or other compensation arising or related to the use of the photo.

I hereby hold harmless, release, and forever discharge the Camas-Washougal Community Chest from all claims, demands, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons acting on my behalf or on behalf of my estate have or may have by reason of this authorization.

I HAVE READ AND UNDERSTAND THE ABOVE PHOTO RELEASE. I AFFIRM THAT I AM AT LEAST 18 YEARS OF AGE, OR, IF I AM UNDER 18 YEARS OF AGE, I HAVE OBTAINED THE REQUIRED CONSENT OF MY PARENTS/GUARDIANS AS EVIDENCED BY THEIR SIGNATURES BELOW.

I ACCEPT (for photo subjects 18 years of age and older):

Print Name

Signature

Date

If photo subject is under 18, AT LEAST ONE PARENT/GUARDIAN MUST SIGN:

Individually and as Parent and/
Legal Guardian

Date

Individually and as Parent and/
Legal Guardian

Date