

Grant Application

SEABROOK COMMUNITY FOUNDATION

Eligibility

- 1) Grant requestor must be an organization that serves the North Beach area or Grays Harbor County.

Grant Application Process

- 1) Fill out all parts of the application.
- 2) W9 form must be filled out and accompany the application. Application will not be reviewed without this information.
- 3) Submit application. Email a pdf file or send hard copy to the mail address. Both are noted at the end of this document.
- 4) Include appropriate supplemental documentation; financial records, etc.

Grant Application Review

- 1) You will receive verification of receipt via email.
- 2) Grant applications will be reviewed for completeness. Any incomplete application will be returned.
- 3) More information and action may be required: This may include site visits and requests for more information from your organization.
- 4) Completed 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 at that time.
- 5) A decision to defer may be made; you will be informed and asked to follow up regarding the reason for deferment.
- 6) 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 request must be fulfilled before the next scheduled board meeting.

Grant Application

SEABROOK COMMUNITY FOUNDATION

Name of Organization: _____

Address: _____

EIN: _____ **EIN Legal Name:** _____

Web Site: _____

Facebook Page: _____

Organization Contact Person: _____

Phone Number: _____ **Email:** _____

Mission, History of Organization: _____

(Please use separate sheet for more information)

Grant Application

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

Description of Program:

(Please use separate sheet for more information)

How will grant funds be utilized:

(Please use separate sheet for detailed information, lists of expected expense, etc.)

Grant Application

Total Budget for this Program: _____

Requested Amount for this Program: _____

What other sources of funds will be used for this Program: _____

If full requested amount is not provided, how will program be funded? _____

Start Date of Program: _____

End Date of Program: _____

Is this a request for Immediate Action? Why? _____

Why do you need a grant for this Program?

Grant Application

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

How will success of this program be measured and reported to the Foundation? _____

Demographic Served by Program: _____

Geographic Area Served by Program: _____

Summary of Grant Request: _____

Grant Application

Financial Information

Operating revenue and expense for current and previous 2 years.

	Revenue	Expense
Current year	_____	_____
Year 2	_____	_____
Year 3	_____	_____

Additional Notes to above Financial Information: _____

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/>

FaceBook: seabrook community foundation