



## GRANT GUIDELINES

### Granting and Philosophy

**FUNDING TYPE:** The Foundation prefers programs and services with track records of making a difference.

**FUNDING PRIORITIES:** We prefer grants that benefit Skagit County but will grant outside the county as well.

**AMOUNT OF REQUEST:** For requests at the \$10,000 level and above, organizational budgets and financial statements will be required. Donor advised funders may recommend funding at different levels.

**FEEDBACK:** The Foundation will let you know if your request was not funded and why.

### PROPOSALS INELIGIBLE FOR FUNDING:

- Religious organizations if it is for a religious purpose. If it is for a charitable purpose we may fund it.
- Organizations that espouse any form of discrimination against individuals
- Endowments not held at the Skagit Community Foundation
- Conference or seminars
- Debt reduction

We use an online application process provided by Foundant Technologies. You will be able to store your organizational information in a cloud-based grant management system. This system will keep track of all the activities pertaining to your application plus your grant history with the Skagit Community Foundation. Some emails will be automatically generated from the system but be assured that we are just a phone call away and we are always glad to talk in person. We have little to no control over whether or not our email gets flagged as spam since that functionality is strictly that of the recipients' email providers. Be sure to add, [administrator@grantinterface.com](mailto:administrator@grantinterface.com) on your safe senders list within your email provider. This will prevent any response emails from being flagged as spam.

Here are the steps:

Submission tips:

Budget should include previous year's actual budget for comparisons. Also budget must include income, expenses and net income/loss.

Spell out all acronyms!

1. To register your organization today, [click here](#).
2. Submit Letter of Inquiry (L.O.I.). Deadline is **February 1st**
3. Receive notice of approval of L.O.I. or rejection by **February 7th**
4. Submit all grant applications by **March 1st**
3. Board of Directors will approve at the Board meeting in April./May
4. Notifications will be sent within two weeks.
5. Grant agreements and follow ups assigned to grantees.

Please contact Mary at [director@skagitcf.org](mailto:director@skagitcf.org) if you have any difficulty creating an account. Using this online application process should make it easier for all involved and shorten the response time from the Skagit Community Foundation.

### Grant Criteria

- 501(c)(3) designation by the IRS
- Project likely to be successful and falls within the scope of the organization's charitable mission.
- Responsible Board of Directors serving without compensation

- Financial health in good order with up-to-date IRS Form 990
- Serving Skagit County, however Donor Advisors may fund outside the county.

### **Post Grant Reporting**

An email reminder will be sent from the grant portal to submit a report. Log-on to your account through the above link to the grant portal. We would like to know:

1. how the funds were used,
2. if the anticipated outcome was achieved,
3. any challenges encountered, and
4. how community impact was measured.

If you are a recipient of funding from us, you must use the SCF logo in your print and social media materials that pertain to the grant. To download a high-resolution copy of the logo [click here](#). If you have any questions regarding guidelines for use of our logo, contact our Executive Director.