



## Grant Process Frequently Asked Questions

*updated July 2021*

- **Do we have to be a 501(c)(3) tax-exempt organization to apply?**

We require an applicant organization to have 501(c)(3) IRS tax-exempt status or be a unit of government such as a public agency, school district, library or park, as long as they are tax exempt by the IRS.

- **What organizations are not eligible to apply?**

We do not consider grants to: Annual campaign appeals, Endowments, Individuals, Political or lobbying activities, Private Operating foundations, For-profit organizations, Scholarships or Religious organizations for sacramental or theological purposes.

- **Does the Foundation fund faith-based organizations?**

The Foundation does fund faith-based organizations if their activities address the needs of the wider community without regard to religious beliefs. We do not fund religious activities or organizations that require religious activity as a condition of receiving services.

- **Does the Foundation fund all-volunteer nonprofit organizations?**

Yes, as long as the organization is established with a mission, budget, and board members.

- **We are a newly established 501(c)(3) nonprofit. Does WCF award grants to organizations for start-up costs?**

We recommend you contact us and discuss your programming and funding needs. We will want to learn about the compelling need to start a new organization that meets an unmet need in the community that no one else is already addressing effectively. We will want to know that you have done research on similar organizations in your sector. We will also be interested in learning about any existing sources of revenue to support your work.

- **Do you give grants to organizations outside of Whidbey Island?**

The Foundation's grant programs fund organizations that deliver programs and service to people living on Whidbey Island. You may be headquartered off the Island but the activity being performed by the Grant must serve the Whidbey Island community.

- **Can I apply for more than one grant a year?**

Not for the Annual Grant Cycle; we ask organizations to limit their request to one per

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calendar year. However, there may be other special funding opportunities in addition to the Annual Grant Cycle.

- **I've never written a Grant request before - Help**

WCF's grant application process on Google Forms is designed to be fairly quick and easy. The Grant Application Form is simple to follow and asks for basic information about your organization and any projects for which you need funding. If you are in need of technical support, contact the Foundation at [info@whidbeyfoundation.org](mailto:info@whidbeyfoundation.org) or 360-660-5041.

- **What size grants does the Foundation generally make? How much money should I request?**

The maximum grant award is \$5,000. The Foundation doesn't typically make grants for more than is requested, and it is common for grant awards to be less than is requested.

- **Can I meet with a WCF representative in person before submitting an application?**

Although the sheer volume of applications precludes meeting with each organization prior to submission, Foundation staff are available to talk on the phone or through email. We may follow up with you after receiving an application to learn more about your organization.

- **Is it an advantage to know a director, a donor, or someone who works for the WCF when submitting a grant?**

Knowing a director, staff member, or advisor to WCF does not provide any advantage in applying for a grant. We have very strict conflict of interest policies that prevent undue influence on any grant. Your best advantage is to prepare an application that outlines your work and describes how it meets the priorities of the specific Grant that you are applying for.

- **Can an application be saved, to be completed at another time?**

Partial applications cannot be saved in Google Forms. We recommend that you work on your answers in a separate Word document, and then when you are ready you can cut-and-paste the answers into the application form.

- **I'm having trouble getting into the Application, and it is asking me to sign in to something.**

Since the application is in Google Forms, you need to have a Google account to access it. Signing up for a Google account is easy and free.

- **Can we collaborate on a grant request with another 501(c)(3) organization?**

Yes; we encourage organizations to collaborate on projects/initiatives for which they can jointly apply for grant dollars.

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