



# Capital City Marathon Endowment Fund *Grant Guidelines and Application—2018*

## **Grant Overview**

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Welcome to the Capital City Marathon Endowment Fund grant application. *Please be sure to read the grant process and guidelines before submitting an application.*

The Capital City Marathon Association (CCMA) is a nonprofit organization that has been providing a quality, local, all volunteer running event for 37 years. CCMA is committed to giving back to the community. To that end, in 2014 they established the Capital City Marathon Endowment Fund, which grows each year with proceeds from their event.

The Capital City Marathon Endowment Fund is a component fund of the Community Foundation of South Puget Sound.

### **Program Goals**

Funding is available for projects in the Thurston, Lewis, and Mason County areas that will increase the understanding and practice of healthy living. This grant fund projects that focus on one or more of the following:

- Personal health and fitness through the promotion of physical activity and exercise, such as running, nutrition, positive health habits and attitudes
- Personal growth through accomplishment

### **Possible Project Activities**

The following are examples of possible projects:

- Teach a sport
- Expand participation opportunities in a sport
- Prepare for a competition
- Seed the creation of a new program at school, after school, or a community offering
- Lead a group for the purposes of running in an event, including training, nutrition, fitness, and personal accomplishment

We are interested in applications that:

- Clearly describe how the grant funds will be used
- Demonstrate how more people will be served or programs expanded due to grant funding
- Commit to documenting and submitting outcomes due to grant funding

## Grant Amounts and Deadlines

- Grant amounts will range from \$1,500 to \$5,000.
- We expect to make up to three grant awards in 2018.
- Spring applications must be received by 5:00 pm on Friday, June 29.
- Depending on the grants awarded this spring, there may be further opportunities in 2018 to submit an application.

## Process and Guidelines

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The Community Foundation of South Puget Sound makes grants to 501(c)(3) public charities that serve Thurston, Mason, and Lewis counties. If your organization or group is not a 501(c)(3), you must secure a fiscal sponsor.

Each organization may submit one application per cycle. Applications are reviewed by Community Foundation staff—in consultation with CCMA Board of Directors—with final approval by the Community Foundation Board of Directors.

We consider applications that:

- Are complete and in the requested format
- Clearly describe proposed activities and plans
- Demonstrate sound fiscal policy and responsible financial management
- Align with Capital City Marathon Endowment Fund goals

We do not support:

- Organizations that discriminate with regard to age, gender, ethnicity, sexual orientation, national origin, religious affiliation, or presence of a disability
- Building funds or annual fund campaigns
- Endowments or debt reduction
- Activities or purchases that occur prior to grant decisions
- Individuals
- Political activities
- Religious organizations when funds would be used in whole or in part to further the organization's religious purposes

## Grant Reporting Requirement

After your grant-funded activities, you will be required describe the project activities conducted, elements of the project supported by grant funds, how grant funds increased participation, and description of who the grant funds served.

## Questions

We encourage you to contact us with questions about this grant opportunity. If you have questions about the grants program, the application process, or need assistance in using the

online grants platform, please contact Mindie Reule at mreule@thecommunityfoundation.com or at 360-705-3340.

## Online Grants Platform

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The Community Foundation of South Puget Sound uses an online grants platform. The platform compiles information and support materials for the Community Foundation's grant programs.

If you are new to our online grants platform, you will need to create an account in our system. At the time of registration you will be asked to enter the following information:

- A username that is an email address
- Your contact information
- Your organization's information, including the EIN/Tax ID number (required)
- Contact information for the organization's Executive Director or CEO

### Tips

Some suggestions for using the online grants platform:

- Character limits include spaces and punctuation
- Be sure to save your work frequently by clicking the "Save" button at the bottom of the page
- The size of text boxes may be adjusted by dragging the lower right corner
- Required fields are indicated with an asterisk
- To create a PDF version of your application that you can save and/or print, click the "Application Packet" button at the top of the page

[Click here to access the online grants platform.](#)

## Application Questions

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The following is a list of the questions for this grant application. These are also available in the online grants platform.

### GRANT PROFILE

#### Mission Statement\*

Please input your organization's mission statement. *Character Limit: 500*

#### Project Name\*

Name of Project *Character Limit: 100*

#### Grant Request Description\*

Please provide a clear 1-sentence description of your funding request. This answer may be used for public communications, such as on the Community Foundation and Capital City Marathon Association websites or newsletters. *Character Limit: 200*

**Amount Requested\*** *Character Limit: 20*

**Project Budget\*** What is the total cost of the project? *Character Limit: 20*

**Operating Budget\*** Enter your organization's current operating budget. *Character Limit: 20*

**May we share this proposal with other potential funders?**

Yes/No

**Nondiscrimination Policy\***

Does your organization have a nondiscrimination policy that aligns with the Community Foundation's nondiscrimination requirement?

***Community Foundation Nondiscrimination Policy***

*The Community Foundation of South Puget Sound does not discriminate on the basis of race, ethnicity, religion, gender, gender identity or expression, sexual orientation, disabilities, age, status as a veteran, national origin, or any other protected classes. Applicants for the Community Grants program must hold similar standards in the provision of services.*

Yes/No

## NARRATIVE QUESTIONS

**Organization Overview\***

Briefly describe the history and purpose of your organization. *Character Limit: 1500*

**Project Description\***

Describe what you will do with the funding you are requesting. Include the number of people you expect to serve with these funds. *Character Limit: 3500*

**Alignment\***

Tell us how this project aligns with the Capital City Marathon Endowment Fund's goals for increasing the understanding and practices of healthy living including:

- Personal health and fitness through the promotion of physical activity and exercise, such as running, nutrition, positive health habits and attitudes
- Personal growth through accomplishment *Character Limit: 1500*

**Anything Else**

Is there anything else you would like us to know about your proposal? *Character Limit: 1500*

## SUPPORTING DOCUMENTS

### IRS Determination Letter\*

Please upload a copy of your organization's IRS determination letter. *File Size Limit: 2 MB*

### Most Recent 990\*

Please upload a copy of your organization's most recent IRS 990 or 990-N tax filing. *File Size Limit: 10 MB*

### Current Board Members\*

Please upload or type in the list of your organization's current board members and their affiliations. *Character Limit: 2500 | File Size Limit: 1 MB*

## BUDGET AND FINANCIALS

### Project Budget\*

Upload a copy of the budget for the project for which you are applying, including revenue and expenses. *We do not have a budget template. Upload your budget in a format that makes the most sense for your project. File Size Limit: 2 MB*

### Prior Year Organizational Budget\*

Upload a copy of your organization's prior year budget, showing actual v. budget. *We do not have a budget template. Upload your budget in a format that you already use for your organization. File Size Limit: 3 MB*

### Other Funding Sources

Describe other committed and potential funding sources for this project or proposal. You may skip this question if you identify specific commitments and potential funding sources in the program/proposal budget you submitted above. *Character Limit: 1500*

### Fiscal Sponsor

If you are applying under a fiscal sponsor, include their contact information (phone and email) in the text box below and upload an authorization signed by the fiscal sponsor organization's chief executive or board chair. *Character Limit: 500 | File Size Limit: 2 MB*

## DEMOGRAPHIC INFORMATION

### Population(s) Served\*

The Community Foundation seeks to understand who is being supported by our grant funding. As you are able, provide detailed characteristics (age, gender, race, ethnicity, etc.) of the population(s) being targeted as the intended beneficiary of support and/or services being provided. Examples: "Girls ages 8-12" or "People with disabilities" *Character Limit: 1000*

*\*Required fields are marked with an asterisk.*