

Mercer Island Community Fund

Building Community One Grant at a Time



GUIDELINES FOR GRANT APPLICATIONS

The Mercer Island Community Fund is a public community foundation, exempt from all federal income taxes and gift taxes under Sec. 501(C)(3) of the I.R.S. tax code. The Mercer Island Community Fund considers applications from organizations for funding that benefits the Mercer Island community in the following categories: (a) Arts and Culture, (b) Environment and Conservation, (c) Community Development, (d) Recreation, (e) Social Service, and (f) Health within the meaning and limitations of Section 501(c)3 of the Internal Revenue Code of 1954, as amended. Grants are not made for religious purposes, political purposes or projects that discriminate as to race, creed or ethnic group.

Applications for grants may be submitted to The Community Fund at any time. After receipt, applications are considered by a Grants Committee, and its recommendations are presented to the Board of Directors for the final approval. The Grants Committee and the Board of Directors generally meet in February, May, and September to consider grants applications.

Grants from the Fund may be used to match or supplement other grants, and the Fund will consider supplemental funding to established organizations for special projects not funded by other sources. Initial funding assistance for new organizations and projects will also be considered.

The bylaws of The Mercer Island Community Fund require that the recipient acknowledge a grant with a receipt and written account of the how the funds were expended, including an evaluation or measurement of the impact of the grant. A written financial and progress report must be made semi-annually until the grant is expended. We also ask that the recipient write a letter to the editor of the Mercer Island Reporter, acknowledging the grant, and thanking The Mercer Island Community Fund for its support.

Address further questions to:

Mercer Island Community Fund
P.O. Box 751, Mercer Island, WA 98040

Or email to: Grants@MIDCommunityFund.org

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MERCER ISLAND COMMUNITY FUND REQUIREMENTS

1. Funds must be used for the purpose stated in the applications. Any changes in the scope of the project must be approved by the Fund.
2. Recognition of the Fund's grant must be made in all advertising and publicity related to the activity for which the grant was made.
3. If for any reason the funded project does not proceed within the stipulated time limit, all funds must be returned to the Mercer Island Community Fund.
4. A written comprehensive report on the funded activity must be submitted to the Fund within thirty (30) days of the completion of the project.

APPLICATION OUTLINE

1. Name and address of the group requesting the grant
2. History and background, date organized, purpose, objectives
3. Names of officers, board of directors, etc.
4. Field of operation (i.e., cultural, social service, etc.)
5. Amount requested
6. Names and description of project and needs; or problems to solved
7. Concept and objectives of the project, how these will be carried out, and significance in solving community needs
8. Duration of the project, and number of people to be affected by the project
9. Method of financing beyond the period of The Community Fund's support
10. State whether aid is presently sought from other sources or whether such solicitation is contemplated. If so, from whom and how much; we encourage participation of others in funding a project.
11. Budget for the project and existing sources of support
12. Most current balance sheet of applying organization
13. Any other information you consider pertinent to your application
14. Past record of support by The Mercer Island Community Fund
15. Copy of applicant's U.S. Treasury (I.R.S.) determination letter in order for Mercer Island Community Fund to insure that we make grants within the meaning and limitations of Section 501c (3) of the Internal Revenue Code of 1954, as amended.

Mail applications to:

The Mercer Island Community Fund
P.O. Box 751
Mercer Island, WA 98040