

JOAN BURCHELL FUND

The Joan Burchell Fund is requesting grant proposals now for its annual funding cycle. The purpose of the Joan Burchell Fund is to provide charitable grants as the Foundation board determines are most needed. Grants will be made within the broad range of nonprofit agencies and not limited to a single focus or exclusively to the interests of a particular constituency.

- In this grant cycle the total available for granting is \$10,000 and proposals will be accepted for any amount up to that total. The range of grants in the past has been \$650 to \$4,000.
- Grant recipients are expected to comply with reporting requirements in order to be eligible for any future grants.

**Eligibility**

Eligibility Requirements for Grant Recipients:

- Only nonprofit agencies located or operating within the Columbia River Gorge area, specifically—Klickitat and Skamania counties in Washington State and Hood River, Wasco, Sherman and Gilliam counties in Oregon—are eligible for funding.
- The grant recipient must be a 501(c)(3) organization or operating under the umbrella of such an organization.
- Proposals for capital campaigns, loans or debt retirement will not be considered.
- The agency must have complied with reporting requirements on any grant previously awarded by the Foundation.
- In the selection of grant recipients, priority will be given to proposals with some combination of the following characteristics:
  - Meet a clearly demonstrated need
  - Are innovative and creative
  - Provide the maximum impact for the dollars expended
  - Encourage collaboration

**Application Process**

- Applicants must submit proposals by May 4, 2018.
- Applications must be sent in electronic format, either an MSWORD or a PDF file, to [gcf@gorge.net](mailto:gcf@gorge.net).
- The Grant Review Committee of the Gorge Community Foundation will evaluate and rate all proposals, and make final recommendations for grant awards to the Gorge Community Foundation Board of Directors.
- All applicants will be notified of the final status of their proposals via email.
- Grant recipients will be notified and grant checks will be mailed in July.

JOAN BURCHELL FUND

**Proposal Requirements**

Proposals will have a maximum of three pages (including project budget) and contain the following minimum content:

1. An initial and concise, 1-2 sentence statement of the amount requested and what the grant will pay for.
2. A description of the proposed activity. This should explain, minimally:
  - the objective.
  - the name of the project's main organizer and the legal and tax status of the organization. A copy of the organization's IRS Letter of Determination must be included with the proposal.
  - the people who will carry out the activities, and their responsibilities.
  - the participants and/or beneficiaries of the activities.
3. An explanation of how funds will be used.
4. An explanation of how funding meets each of the eligibility criteria.
5. A budget that contains all cash and in-kind funding sources.
6. An alternative proposal amount. Applicants are encouraged to include an alternative request for a lesser funding amount. This will enable the Committee to select the project if sufficient funds are not available for the original amount. This should include a brief explanation of how the initiative will be adapted to the smaller budget.
7. A calendar of events, including any critical deadlines.
8. The name, mailing address, email and phone number of the person responsible for the proposal.