



**OLYMPIC VIEW  
COMMUNITY  
FOUNDATION**

**Grant Application Narrative and Budget**  
Olympic View Community Foundation Grant Program

In no more than six pages, 12-pt font, provide the following:

**General Organizational Information**

- Brief description of the organization, including mission statement and purpose
- Approximate number of people served in the past fiscal year
- List of full and part-time staff

**Grant Description**

- Description of project or function this grant will support
- Specific Program; Other (describe)
- Description of need
- Benefit to Clallam County
- Goals to Accomplish with OVCF funding
- Who will project serve
- How many will project serve
- What geographic area will project serve

**Project Budget/Financial Information**

- Total project cost \$\_\_\_\_\_ Percent this request is of total project cost \_\_\_\_%
- Time frame in which funds will be used: \_\_\_\_\_  
From To
- List other potential or actual funding sources for this project. Indicate status of funding
- Describe what your organization will do if funding is not obtained
- Describe plans for future funding
- Attach a project budget and/or narrative
- Provide a narrative that will help us to understand the financial management and health of your organizations, your organization's ability to maintain a balanced budget, funding sources and strategies, financial challenges and explanation if there is a deficit (limit one page)



**Grant Application Check List**  
Olympic View Community Foundation Grant Program

Please make certain you have all of the following included in your grant application package (incomplete applications will not be reviewed):

- Application Cover Sheet
- Grant Application Narrative and Budget
- List of current Board of Directors and their affiliations, as well as each member's term of service
- Financial Information
  - Organization budget-to- actual comparison for the current year
  - Current balance sheet
  - Copy of latest IRS Form 990 (first five pages)
- Copy of your organization's current 501(c)3 letter

*If your organization receives funding from Olympic View Community Foundation, it is our expectation that as underwriters of your project, you acknowledge and advertise our support in your marketing efforts as well as your media releases.*

**Mail completed applications to:**

Olympic View Community Foundation  
720 E. Washington St., Suite 111  
Sequim, WA 98382