

WILLAPA BAY ENTERPRISES

Public Services Fund Grants

Willapa Bay Enterprises is proud of its diverse contributions through employment opportunities, services, monetary donations, and cooperative agreements to the Shoalwater Bay Indian community, residents of Pacific and Gray's Harbor Counties, and organizations that benefit Native Americans throughout the Pacific Northwest. WBE has honored its tradition of sharing by distributing grants through its charitable fund and its direct appropriations to other Tribal resources.

Charitable grants are awarded to non-profits, charitable organizations, and local governments within the Pacific County and to Native American organizations or activities located anywhere in Washington and Oregon for the following purposes: education, health, public safety, gambling addiction, prevention, drug and alcohol treatment, housing, the arts, the environment and natural resource preservation, cultural activities, historic preservation, and other charitable purposes. Grants should be for projects covering not more than one year.

How to Apply

Applications for grants are accepted and reviewed four times each year by an advisory committee appointed by the WBE Board. This committee will review eligibility and recommend applications to the WBE Board. The committee is also responsible for evaluations and reports of awarded grants and the distribution of funds.

Eligibility

Charitable Contributions are awarded to charitable organizations or local governments, including activities of the Shoalwater Bay Indian Tribe. Native Organizations are eligible to apply for funding if they are providing services or activities to a population with more than 50% Native American participation. Applicants must describe on the application how they meet these eligibility criteria. Individuals are not eligible to apply for funding. Documentation of non-profit status is not required to be considered for a WBE Public Services grant.

The Public Services fund is intended to provide funding for assistance or expansion of current organizational funding and is not intended to be a substitute for existing funding or fundraising activities.

Generally, awards range from \$500.00 to \$2,500. Application requests greater than \$2,500 are accepted, but partial awards may occur depending on funding availability. Expenditures such as operating expenses (salaries, benefits, administrative expenses, membership dues, etc.) are generally not considered.

The review process takes at least 30 days after the date of application closure with notice being provided to each applicant at least one week before the date of announcement of quarterly awards. Notification regarding the decision will be delivered by U.S. Postal Mail. Please do not call regarding the status of your organization's application.

How to Apply- The Basics

Review the important dates and schedules posted on the WBE website to determine the timing of your application. Project activity dates must occur after the award date. For example, applications submitted by the December deadline must have an activity start date that occurs after the February distribution. No more than one application may be made per year.

We recommend submitting applications 1-2 weeks early to allow verification of eligibility criteria.

Download and use the current application posted on the WBE website. Requests for funds must be submitted on the approved form. Do not enter or insert additional space. An application form must be completed in its entirety to be considered by the advisory committee. All information should be provided within the space provided on the application form. Do not insert additional space in the application. You may not state "see attached" in the application and provide the requested information in a separate document. A maximum of two single-sided attachments are allowed only if additional information is necessary to support the request. For example, copies of letters of commitment from partner organizations and quotes may be attached. Cover letters are not necessary or required. Applications may be submitted via email attachments to: psegp@willapabayenterprises.com. All applications must be received by 4:30 p.m. on the due date. No postmarked applications will be accepted.

Project Information

How many people will benefit from the proposed project? Will it benefit members of the Shoalwater Bay Indian Tribe? Will it benefit Native Americans residing in the Pacific Northwest? Provide your best estimate of the total number of participants that will be served by or participate in the project. You will be asked to provide actual numbers on the final evaluation form including a breakdown by ethnicity. If

you are applying for services that will impact an entire community, include the population statistics for that community.

Proposed date of project: A specific project start date is required. The start date cannot occur before the distribution of awards for the quarter.

Grant Category: Please select only one category that you feel best represents your organization, project, or activity. The category is used for reporting purposes only. It is not used in the selection of awardees. If you are unsure about which category to select, you can select "other" and describe briefly.

Project Summary: Concisely and clearly summarize in three to four sentences the purpose of your request. Describe the project or activity specifically answering what, where, when, and for whom. Use only the space provided. Do not enter or insert additional lines.

Capacity & Program Sustainability: Briefly describe your organization's ability to fiscally manage and report on grant awards, implement and complete proposed project activities, and sustain the program beyond the one-year term of any WBE Public Services grant. When applicable, include the expected life of equipment to be purchased with an award and collaborations and partnerships related to the project.

Goals & Outcomes: Describe two to three primary goals of your organization, stating how the proposed project or activity will help meet these goals.

Organization Description: Briefly describe the purpose, mission, and history of your organization.

Project Description: Use the space provided to describe in more detail the project summary including goals and activities and how you propose to use funds. Budget items can be described in more detail (product name, model, quantity, cost per item, etc.) Please include only information that creates a better understanding of the project and how it corresponds to the grant application. This is your opportunity to describe the needs of your organization and how the awarded funds would be used to benefit the group or community served.

Proposed Projected Budget: This section describes your sources of funding and overall budget.

Funding Source: Use this section to list the resources that fund your organization, such as other agencies, grants received, in-kind contributions, fundraisers, etc. If no

other sources of cash, in-kind, or fundraising are being solicited for this project, please explain why: Describe the organizational limitations or barriers to seeking other sources of funding. Generally, preference will be given to organizations that have in-hand funding or are actively seeking other sources of funding.

Detailed Project Budget: This section describes how funds will be used, what will be purchased, etc. List an itemized budget for organization and project expenses. Describe quantities and cost per item where applicable.

Certification: The contact person must certify that the application is complete and accurate and that all regulations and guidelines have been read and agreed upon. Since most applications are submitted as email attachments, the email's time and date stamp will serve as your digital signature.

Please remember to print and retain a copy of the application for your records.

Submission of Application

Applications may be submitted 1-2 weeks early to allow time for revision and resubmission when necessary to meet eligibility criteria.

All applications must be received no later than 4:30 p.m. on the date of the posted deadline. WBE is not responsible for any technical difficulties resulting in late submissions. Postmarked applications will not be accepted.

The preferred method for submission of applications is an attachment (MS Word or PDF) emailed to: psegrp@willapabayenterprises.com.

Applications will also be accepted by hand-delivery, US Postal Service, UPS, FedEx, etc. but email submission is safe and efficient. Mailing and physical addresses for the WBE Public Services Fund are provided on the application form.

Thank you for your dedication to the betterment of our community!
Willapa Bay Enterprises

WILLAPA BAY ENTERPRISES
Public Services Fund
Grant Application Form

Applicant applying for the first time: Yes Date: _____

Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Check eligibility criteria below:

Organization is located within Pacific County: Yes No

Organization is a Native American entity: Yes No

If claiming Native American Organization status, explain why you are eligible:

If selected for a WBE grant, check should be made payable to:

Project Information

How many people will benefit from the proposed project: _____

Proposed project start date: _____

Grant Category (select one)

The Arts

Drug & Alcohol Treatment

Gambling Addiction

Cultural Activities

Environment & Natural Resources

Historical Preservation

Public Safety

Housing

Education

Health

Other (describe): _____

Project Summary

Briefly summarize (in 3-4 sentences) the purpose of your organization's request. Describe the basic project, types of activities, what will be accomplished where, targeted participants, and when held:

Capacity & Program Sustainability

For ongoing programs, describe your organization's capacity to manage and report on grant funds, complete the project activities, and sustain the program beyond the term of the funding. For equipment requests, describe the expected lifetime of equipment and the ability to provide adequate storage and security. Include any collaboration/partnerships related to the capacity and success of your organization.

Goals & Outcomes

Describe 2-3 goals of your organization or project demonstrating how the requested grant funding will help achieve those goals. Goals are to be specific, measurable, achievable, and realistic within a defined time frame.

Goal 1: _____

Strategy: _____

Outcome: _____

Goal 2: _____

Strategy: _____

Outcome: _____

Goal 3: _____

Strategy: _____

Outcome: _____

Organization Description

Clearly and concisely describe the mission and structure of your organization. The information may be used in public media and announcements of WBE grant awards.

Project Description

Clearly and concisely describe the proposed project and activities. Be specific about how any potential WBE funding would be used.

Proposed Project Budget

\$ _____ Total Applicant share matching funds
 (Include other grants, in-kind contributions, volunteer hours, donated materials, and funds already secured.)

\$ _____ Total Applicant share matching funds:
 (Include fundraising, in-kind, donated materials or services, labor, etc. that are pending.)

\$ _____ Total amount requested from WBE

\$ _____ Total cost of the project (Total Project Budget)

If no other sources of cash or in-kind contributions are being solicited or other fundraising planned for this project, please explain why.

Detailed Project Budget

(Include quantities and cost per item)

| Budget Items | Applicant Share | WBE Request | Total |
|----------------------------|-----------------|-------------|----------|
| _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ | \$ _____ |
| _____ | \$ _____ | \$ _____ | \$ _____ |
| Totals for Project Budget: | \$ _____ | \$ _____ | \$ _____ |

Certification

By signing this application form, the signer certifies:

- The information provided is accurate and any grant funds received will be used according to the stated purpose and any approved awarded purposes only.
- The organization will comply with all WBE Public Services fund guidelines.
- The organization will make reasonable efforts to publicly announce the receipt of a WBE Public Services fund award.
- The organization will provide WBE with a brief summary report as to the results of the project.
- The signatory has the authority to commit the organization to these conditions.

Applicant Signature: _____

Applicant Printed Name: _____

Date: _____

Mail or deliver the application to WBE Grants, Willapa Bay Enterprises, P.O. Box 95, Tokeland, WA 98590

Submission deadlines: March 31 for award on May 15*
 June 30 for award on August 15*
 September 30 for award on November 15*
 December 31 for award on February 15*

*Actual date to be set by WBE Board

Advisory Committee only:

____ Submitted by grant deadline

____ Organization eligible

____ Application found to be complete

____ Organization notified as to eligibility

____ Application reviewed by committee (date: _____)

____ Grant award recommended to WBE Board

____ Amount of grant recommended for award (\$ _____)