



## **FIRST FINANCIAL NORTHWEST FOUNDATION FUND**

### **GRANT GUIDELINES**

First Financial Northwest Foundation (FFNWF) established a fund within the Renton Community Foundation (RCF) in 2008 to distribute much-needed dollars to charities located within the primary market area of First Savings Bank Northwest, which includes King, Pierce, and Snohomish Counties. Grants made from this regional fund will generally be for \$10,000 and above, for the areas of education, project support for non-profit groups, healthcare, community development and the general benefit of the community. Grant requests will be considered only from qualified tax-exempt organizations and must be sent to the Renton Community Foundation. Requests sent to First Savings Bank Northwest or to the First Financial Northwest Foundation may not be considered.

Generally, grants awarded will be for projects or organizations which do one or more of the following (not in any order of importance):

- Develop new and innovative approaches to community problems
- Invest in equipment or facilities that will have a long-lasting impact
- Provide a direct service to the community
- Encourage the participation of diverse groups and individuals
- Address an urgent need
- Provide a quality of life benefit to the community
- Have a solid plan for sustainability
- Leverage or generate other funding resources
- Generate measurable and sustainable outcomes
- Address root causes and long-term solutions
- Facilitate the improvement of services or programs

Generally, the *First Financial Northwest Foundation Fund* does not provide grants to:

- Conferences or community forums
- Endowments
- Religious organizations (except possibly for non-sectarian activities)
- Operating expenses
- Annual fundraising events or campaigns
- Tuition or scholarships
- Direct assistance to an individual
- For-profit organizations
- Political or lobbying efforts
- Debt retirement
- Projects already completed

## APPLICATION PROCESS

**Grant requests will be reviewed bi-annually. Grant applications must be received in the RCF office by 5:00 p.m. on May 14 or October 22, 2010 in order to be considered during that grant cycle. Applications will not be held over until the following grant cycle.**

- Applications may be downloaded from the Renton Community Foundation website at [www.rentonfoundation.org](http://www.rentonfoundation.org) or picked up at the Foundation office by prior arrangement. The Renton Community Foundation is located on the Renton Technical College campus at:

Renton Community Foundation  
3000 NE Fourth  
Technical Resource Center  
Building C – Room 112F  
Renton, WA 98057

- Completed applications *must be sent to Renton Community Foundation* at P.O. Box 820, Renton, WA 98057. (Applications sent to First Savings Bank Northwest or First Financial Northwest Foundation may not be considered.)
- RCF staff will review completed applications, checking for appropriateness and necessary information. Incomplete applications or applications that do not meet basic requirements will not be considered.
- While it is the policy to award grants only to those organizations that have completed a successful site visit, it is not necessary to have a site visit conducted *before* you forward your request to RCF for consideration.
- Qualified applications will be forwarded to the FFNWF Board of Trustees who will schedule any necessary interviews before making final recommendations to the RCF Board.
- Final recommendations will be presented to *the Renton Community Foundation Board of Directors* at their next regularly scheduled monthly meeting (held the fourth week of the month). Please allow for this time within your grant request.
- Organizations will be notified within two weeks of the Renton Community Foundation Board's decision. Awards will be mailed within 30 days, or the first week of the grant period as outlined in the grant request, or when funds become available. Certain grants may be awarded at the Renton Community Foundation's annual Circle of Giving Awards Celebration held in January.

First Financial Northwest Foundation Fund  
Grant Guidelines

**THINGS TO CONSIDER WHEN APPLYING:**

- Incomplete applications, applications presented in the wrong format, or applications out of the bank's market area will not be considered.
- Applications are less likely to be considered when:
  - activities are not clearly defined
  - outcomes are not specific or realistic
  - information is unclear or hard to understand
  - there is no plan for sustainability
- Partial grants or matching grants may be offered as an alternative.
- A mid-year or final report may be required depending on the scope of the proposed program/project.

**ELIGIBILITY REQUIREMENTS**

*Valid tax exempt status* --Grants will only be awarded to organizations with 501(c)(3) tax status or to tax-exempt government entities.

*Geographic restriction* - Organizations applying for grants from the First Financial Northwest Foundation Fund must be located within the primary market area of First Savings Bank Northwest, which includes King, Pierce, and Snohomish Counties.

*Multiple year grants* - Generally, organizations may only receive one grant within a twelve-month period, although the grant may be stretched over multiple years. Exceptions may be made in cases where one nonprofit serves as the fiscal agent for another. Organizations may apply for a second grant the following year, although generally not if payments for the first grant have been stretched over multiple years and generally not for the same purpose.

*Site Visits* - Site visits are required prior to awards being granted. If your organization has not had a recent site visit and is scheduled to receive an award, you will be contacted by the Renton Community Foundation's Site Visit Committee to schedule a convenient time.

**For questions, please contact Lynn Bohart, FAHP, Executive Director, Renton Community Foundation at (425) 282-5199, or email RCF at [lbohart@rentonfoundation.org](mailto:lbohart@rentonfoundation.org).**