



## CCCU DEAN G. CHRISTENSEN COMMUNITY INVESTMENT PROGRAM GRANT APPLICATION GUIDELINES

On behalf of our valued members, volunteer Board of Directors, management and staff, Coast Central has committed \$200,000 this year, in two equal grant rounds, to assist a variety of community groups and organizations in their efforts to improve the quality of life in Humboldt, Del Norte and Trinity counties. Individual grants generally range from \$3,000 to \$25,000.

### FUNDING PRIORITIES

We aim to award grants based on multiple priorities:

- ❖ Located within our service areas in Humboldt, Del Norte, and Trinity counties
- ❖ Potential positive impact our grant would have on a group or organization's project
- ❖ Number of individuals positively impacted by our support
- ❖ Community projects that are already in progress (i.e. not still in the concept stages)

### GENERAL INFORMATION

Grant applications may only be submitted by:

- ❖ Nonprofit organizations with tax-exempt status under Section 501(c)3 of the IRS, **or**
- ❖ Public benefit organizations (public schools, government agencies, Indian Tribal Governments), **or**
- ❖ Community groups that have a fiscal sponsor that meets 1 or 2 above.

*Note: tax exemption will be verified prior to consideration.*

We may not accept applications from:

- ❖ Organizations that are political, highly controversial or religious in nature
- ❖ Projects for deferred maintenance, annual operating costs, or staff salaries

Grant recipients will:

- ❖ Be notified approximately 6-8 weeks after application deadline
- ❖ Be required to submit receipts for purchases of approved items for up to one year following notification to receive reimbursement (purchase orders are also acceptable)

### GRANT DEADLINE AND CONTACT INFORMATION

**All applications must be postmarked or delivered by 5 pm by February 28 or August 31 or the first business day following.** If you have questions, please call Coast Central Credit Union's VP, Marketing & Communications, Colleen Toste, at (707) 445-8801, Ext. 309. Thank you for the positive impact you make on our communities and for your interest in our CCCU Dean G. Christensen Community Investment Program.

Please submit your completed grant application to:

**Humboldt Area Foundation**  
373 Indianola Road  
Bayside, CA 95524

**People Helping People**





**CCCU DEAN G. CHRISTENSEN COMMUNITY INVESTMENT PROGRAM  
APPLICATION**

Date of Application: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

**PROJECT INFORMATION**

Program/Project Name: \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

This grant would provide the following for the project (*please be brief and clear*):

\_\_\_\_\_

Number of individuals who would directly benefit from this grant: \_\_\_\_\_

Number of individuals served on an ongoing basis: \_\_\_\_\_

Organization Name: \_\_\_\_\_ County: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**LEGAL APPLICANT INFORMATION**

Legal Name of Tax Exempt Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Executive Officer: \_\_\_\_\_ Title: \_\_\_\_\_

Primary Phone: \_\_\_\_\_ Tax ID #: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**CHECKLIST**

Please submit the following with your application:

- Project Narrative (one page maximum)
- Program Budget – (see attached)
- Letter of Tax Exemption (e.g. 501(c) 3 letter)

Belonging Never Felt Better®



**CCCU DEAN G. CHRISTENSEN COMMUNITY INVESTMENT PROGRAM**

**TOTAL PROJECT BUDGET**

Anticipated budget for the **Project** (include how grant funds will be spent).

| Expense | Amount requested from Coast Central Credit Union | In-kind donations | Other funding sources |        | Total Budget |
|---------|--|-------------------|-----------------------|--------|--------------|
|         |  |                   | Amount                | Source |              |
|         |  |                   |                       |        |              |
|         |  |                   |                       |        |              |
|         |  |                   |                       |        |              |
|         |  |                   |                       |        |              |
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|         |  |                   |                       |        |              |
|         |  |                   |                       |        |              |

**EXAMPLE:**

| Expense            | Amount requested from CCCU | In-kind Donations | Other funding sources |              | Total Budget (add all columns) |
|--------------------|----------------------------|-------------------|-----------------------|--------------|--------------------------------|
|                    |                            |                   | Amount                | Source       |                                |
| Building Materials | \$3,500                    | \$1,500           | \$6,000               | Contractor   | \$11,000                       |
| Project Labor      | 0                          | 0                 | 0                     | 5 Volunteers | 0                              |
| Travel             | \$1,500                    | 0                 | 0                     |              | \$1,500                        |
| Food               | 0                          | 0                 | \$2,000               | Foundation   | \$2,000                        |
| <b>TOTALS:</b>     | <b>\$5,000</b>             | <b>\$1,500</b>    | <b>\$8,000</b>        |              | <b>\$14,500</b>                |