



## **Guidelines and Process for the Olympia Choral Society Grant Application**

This document describes the purpose of the Olympia Choral Society's grant program, eligibility criteria, and the procedures to follow in submitting your proposal. Please review and follow these guidelines when you submit your proposal.

### **About the Olympia Choral Society**

The Olympia Choral Society (OCS) is a nonprofit organization, founded by Music Director Terrance Robert Bernard Shaw, whose members love to perform. The Society exists to serve the community by providing free concerts, raising funds to benefit local charities and organizations, and providing opportunities for experienced singers to share in the joy of performing quality music. Members of OCS come from a variety of backgrounds, but we all have one thing in common – a love for singing choral music!

Each year at our Christmas Concert we raise funds for a local charity that benefits children. Gifting amounts generally range from \$4,000 to \$7,000, depending on donations from our audience members.

### **Criteria for Charity Selection**

Charities who wish to be considered by the Olympia Choral Society should be prepared to demonstrate how they meet the following criteria:

- a) *Nature of Charity* – The charity should be directly or indirectly involved with promoting the health and well-being of children.
- b) *Number* – Consideration shall be given to the number of children benefiting from the funds requested by such charity as well as the manner and extent to which such children will benefit.
- c) *Location of the Charity* – The principal location of the charity and its activities should be in Thurston County, in the State of Washington.
- d) *Financial Capacity of the Charity* – A financial review of the charity should demonstrate a current need for funds and that prior funds and programs have been prudently managed. The charity should demonstrate that its general and administrative expenses are comparable to those of similar charities. It is not a criteria that the charity be currently under-financed.
- e) *Nonprofit Status* – The charity must have a 501(c)(3) certificate.
- f) *Focus* – The Olympia Choral Society donation will typically focus on charities with the following characteristics:
  - Small budget (usually less than \$500,000).
  - Minimal internal or external fund-raising capabilities and limited ability to raise funds.

- Lack of significant exposure to the Thurston County business community and lack of support from government or other charitable organizations (i.e. United Way).
- Small administrative departments.

g) *Follow-Up* – Each selected charity will be asked to report on how the money donated by the Olympia Choral Society was spent.

### **The Grant Application Process**

1. Please prepare a packet of information from your organization that includes the following items:
  - Cover letter signed by the organization's Director on the organization's letterhead requesting OCS consider the organization as its selected charity.
  - Short narrative about the organization that includes the following:
    - Description of the organization's purpose, mission, and goals.
    - Description of who is served by the organization (i.e. target population)
    - Brief statement of how the organization will use the grant money, including goals and objectives, target population, and project activities.
    - Brief statement of the impact a grant of \$5,000 would make on achieving the organization's goals.
  - Verification of the organization's tax-exempt status (i.e. copy of IRS determination letter).
  - Copy of the organization's operating budget.
  - List of other current funding sources and uses.
  - Copy of the organization's current Annual Report (if available).
  - Support letters or endorsements (limit 2) recommending the organization to be selected.
2. Submit the packet of information to any member of the Olympia Choral Society or mail directly to the Olympia Choral Society at PO Box 504, East Olympia, WA 98540.
3. Information must be received no later than August 1 for consideration as an applicant for the following December concert grant.