



Application for 2018 Grant Request

The District is interested in assisting organizations in their recreation and leisure activities that are located in the Blaine/Birch Bay area as part of our goals. The Blaine-Birch Bay Park and Recreation District 2 has been in existence since 1979. From the time of the original inception of the District, the area has gone through significant change and growth. A very diverse population of ages and interests resides in the District. Parks, recreation and trail needs are becoming very important to the livability of the Blaine and Birch Bay region. Our grant policy is provided on the next page.

As grant providers to numerous projects, organizations, and other government agency's we request all grant applications for the next year (2018) be submitted no later than November 30, 2017 for consideration.

BBB Park and Recreation District 2 requests a cover sheet or executive summary that introduces your proposal.

Date of Application:	Budget Period (mo/day/year):
Purpose of grant:	Total project budget (if requesting project support):
Address of organization:	Project name and activities (if applicable):
Telephone number:	Project Description and Budget(details):
Executive director or contact person with Title:	Goals and objectives:
Is your organization an IRS 501 C 3?	Plan for measuring project results:
Grant Request Amount:	Type of Support?

Conclusion: Present a brief, concise summary of your proposal that states your case, problems, solution and sources/uses of project/program funds.

Additional attachments:

1. Verification of tax-exempt status (IRS determination letter) if available.
2. Listing of officers and Board of Directors
3. Financial Statements for last completed fiscal year
4. Current general operating budget and special project budget
5. Clients served statement
6. List of other current funding sources and uses
7. Support letters or endorsements
8. How will you acknowledge Blaine-Birch Bay Park & Recreation District 2 as a contributor to your grant request?

We look forward to serving our community now and in the future. It should be noted that to retain grant eligibility in the future, it is essential we be notified of any major amendments to the plan as they occur. Your plan may be used in the evaluation of projects submitted for grants. An incorrect or incomplete plan may impact your project's evaluation.

If we can be of further assistance to you or your program, please feel free to contact me at (360) 656-6416 or email info@bbbprd2.com.

Sincerely,

Heidi Holmes
Program Manager

Community Program Support Request Policy Resolution 2015-01

Whereas, the Blaine-Birch Bay Park & Recreation District 2, hereinafter referred to as the BBBPRD2, is a Special Recreation District of the State of Washington with a mission to provide recreational opportunities, acquire and maintain sites that enhance our quality of life and preserve the natural and recreational resources of the District, and

Whereas, the BBBPRD2 will plan for all expenditures in annual budgets to be finalized and approved at the January Board meeting of fiscal year.

Whereas, requests for financial support comes from outside agencies, community groups and individuals throughout the year.

Whereas, requests for support will be reviewed and approved in a timely manner by commissioners.

Therefore, the BBBPRD2 shall establish a community Program Support Request Policy that states the following:

Statement A

All requests for financial support for community programs from BBBPRD2 shall be made in writing from the organization or individual making the request on the District form. Requests should outline total dollar amount and intended use of funds. After the request has been submitted, no motion to approve funding shall be made by Commissioners prior to the next scheduled business meeting.

Statement B

Financial requests need to be submitted by November 30 of each year for consideration and approval to be included in the following year's budget. The District will notify past recipients and make deadline public in August of each year so organizations can submit requests for consideration. (Amended at the March 8, 2016 Board of Commissioners Meeting by unanimous vote.)

Statement C

Requests that miss the November 30, deadline may still be considered for approval and funding during current fiscal year if finances from the reserve fund are available and if deemed valuable by Commissioners. Requests must follow procedure as described in Statement A.

Statement D

All inter-local agreements will be administered by the District and signed by the individual recipients. Insurance certificates naming the District as additional insured must be submitted to the District prior to the issuance of funds.