



1.27.2020 Last Updated

## Application for Community Program Support

As part of our goals, the Blaine-Birch Bay Park and Recreation District #2 (BBBPRD2) is interested in assisting organizations with their recreation and leisure activities located in the Blaine-Birch Bay area by offering financial support to numerous projects, organizations, and other government agencies.

Community Program Support applications must be submitted no later than December 31, for the following fiscal year. The BBBPRD2 plans for all expenditures in annual budgets to be finalized and approved at the February Board meeting of the fiscal year. These requests for support will be reviewed and approved in a timely manner by the Board of Commissioners. Requests that miss the December 31 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.

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. The form is on page 2 of this document along with the list of materials and documentation needed for the application. After the request has been submitted, no motion to approve funding shall be made by Commissioners prior to the next scheduled business meeting. Presentations to the Board will be scheduled for January /February of the fiscal year for which the request is being made. Board meetings are held the 2<sup>nd</sup> Tuesday of each month. Please refer to the District's website for location and time. ([www.bbbparkandrec.org/board-meetings/](http://www.bbbparkandrec.org/board-meetings/))

The District will notify past and new recipients of the community via the local newspaper and other social media outlets each year, so their organizations can submit requests for consideration. If the request is approved, an inter-local agreement will be administered by the District and signed by the individual recipients. Any insurance certificates naming the District as additional insured must be submitted to the District prior to the issuance of funds.

It should be noted that to retain support eligibility in the future, it is essential the District be notified of any major amendments to current plans as they occur. An incorrect or incomplete plan may impact your project's evaluation.

We look forward to serving the Blaine-Birch Bay community now and in the future. If we can be of further assistance to you or your program, please feel free to contact the office at (360) 656-6416 or email [info@bbbprd2.com](mailto:info@bbbprd2.com).

## Application for 2020 Community Program Support

Date of Application:	Budget Year:
Purpose for Financial Support:	Total Project Budget:
Name of Organization:	Address of Organization:
Phone:	Project Name and Activities (if applicable):
Contact Person & Title:	Is your organization an IRS 501(c)(3)? Yes <input type="checkbox"/> No <input type="checkbox"/>
Contact Email:	Funding Request Amount:

Please provide a cover sheet or executive summary that introduces your proposal. 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/or Board of Directors
3. Financial statements for last completed fiscal year
4. Current general operating budget and special project budget
5. Statement of who the clients are that will be served
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 monetary request?