



Application for Community Support

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

Community Support applications must be submitted no later than **December 31st**, for the following fiscal year. The BBBPRD2 plans to finalize and approve all expenditures in annual budgets 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 the Board of Commissioners.

All requests for financial support from BBBPRD2 shall be made in writing from the organization or individual making the request on the District's form. This form is found 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 presentation to the Board. Mandatory presentations to the Board will be scheduled for January and February of the fiscal year for which the request is being made. Board meetings are held the second Tuesday of each month. Please refer to the District's website for location and time. (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 organization or 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 that the District be informed of any major changes to current plans as they occur. An incorrect or incomplete plan may impact your project's evaluation.

Please email the completed application, cover sheet or executive summary, and additional attachments to info@bbbprd2.com or drop off at our office at 7511 Gemini Street.

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 us.

Updated October 2024

Application for 2025 Community 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: <i>(not the same as the project budget)</i>

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 or letter from sponsoring agency), if available.
2. Listing of Officers and/or Board of Directors, or the entities hierarchy.
3. Financial statements for last completed fiscal year.
4. Current general operating budget and special project budget.
5. Statement of who and how many participants 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?

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