



GRANTING GUIDELINES Cooperative Community Fund 2017 Program Year



Cooperative Community Fund Mission Statement

The Cooperative Community Fund is a permanent endowment established and directed by members of the North Coast Cooperative, which awards grants to support projects and the work of community organizations in Humboldt County. Through collaborative grant making the Fund seeks to strengthen the community by emphasizing projects and activities that promote democratic cooperative principles, community development and food security.

The Cooperative Community Fund (CCF) makes grants to nonprofit, tax-exempt organizations and/or public schools on an annual basis. Preference is given to small to mid-sized organizations operating in Humboldt County. All projects must address at least one of three program areas:

- Sustainable Agriculture
- Food Security (defined as the access to a safe supply of quality food to all aspects of a community)
- Food Nutrition and Education

Grants will range from \$500-\$2000, with exceptions possible on a case-by-case basis. Late and incomplete applications will not be considered, nor will applications dropped off or mailed to North Coast Co-op stores. Reports are required after project completion and should include photos. Applicants will be notified the first week in December with checks distributed at a check ceremony in January.

To apply for a CCF grant, please mail the original and one additional copy of the following:

1. Application Cover Sheet (please include these items in this order):

- Name of applicant organization
- Address
- Contact person
- Contact phone number
- Contact email
- Program or project title
- Amount requested
- Total project cost
- Other sources of funding for this project
- Current annual budget of your organization
- List of directors and officers that includes affiliations and telephone numbers
- IRS tax-exempt ID number (except public schools)

2. Proposal Narrative (please include no more than 3 pages of the following):

- Need for project
- Program description (include explanation of approach, planned activities, specific strategies, goals and objectives)
- Relevance of program to at least one of CCF's program areas
- Project budget and timeline

Please do not submit attachments or other materials beyond the proposal.

NOTE: Legal Requirements – Nonprofit organizations must have a valid tax exemption status under Section 501(c) (3) of the Internal Revenue Code and be classified as a public charity and not as a "private foundation" under Section 509(a).

All proposals must be postmarked by November 1, 2017 and mailed to:

Cooperative Community Fund
P.O. Box 750
Arcata, CA 95518

Questions may be addressed to Nicole Chase at 707-822-5947 ext. 234 or nicolechase@northcoast.coop.