



GRANTING GUIDELINES Cooperative Community Fund 2018 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. Grants will range from \$500-\$2,000 with exceptions possible on a case-by-case basis.

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

To apply for a CCF grant, please submit the following:

1. Cover Sheet (include these items in this order on 1 page):

- 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/officers that includes affiliations
- IRS tax-exempt ID number (except public schools)

2. Narrative (include no more than 3 single-sided pages to address the following):

- Program description: need, goals, objectives and activities, how success or failure will be measured, what services you plan to deliver to what population and what results you expect.
- Relevance of project to at least one of CCF's program areas
- Project budget and timeline

**Do not submit attachments or other materials beyond the proposal.
Your entire submission should be no more than 4 single-sided pages.**

***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 applications must be postmarked by November 1, 2018 and mailed to:

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

Late and incomplete applications will not be considered, nor will applications dropped off or mailed to North Coast Co-op stores. Applicants will be notified in December with checks distributed at a check ceremony in January. Reports are required after project completion and should include photos.

Questions may be addressed to Emily Walter at 707-822-5947 ext. 236 or emilywalter@northcoast.coop.