

WA MAIN STREET AFFILIATE CAPACITY BUILDING GRANT PROGRAM APPLICATION

2021 - 2023 BIENNIUM

DEADLINE: JULY 23, 2021

Please review the WA Main Street Affiliate Capacity Building Grant Program **Guidelines & Procedures** before applying.

To avoid technical problems, this application is best viewed in and completed with Adobe Reader or Adobe Acrobat. Please do not complete in Microsoft Word. You can download Adobe Reader for free at: <http://get.adobe.com/reader/>

CONTACT INFORMATION:

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**MAIN STREET AFFILIATE CAPACITY BUILDING GRANT
PROGRAM APPLICATION
2021 - 2023 BIENNIUM**

SECTION · APPLICANT INFORMATION

Applicant Organization: _____

Mailing Address: _____

City, State, Zip Code: _____

Population: _____

Board President: _____ Term Ends: _____

Email: _____ Phone: _____

Website: _____

Is your organization a nonprofit? If so, please check the tax exempt status of your organization: 501(c)3 501(c)6

Did your organization keep board meeting minutes for the last 6 months? YES NO

If yes, please attach copies of meeting minutes to this application. **If no,** please briefly explain the omission below:

Is your organization currently utilizing the Main Street Approach? YES NO

If so, please provide at least one example of its impact from the past year. If not, what steps are you taking to incorporate it into your organization's work?

- + *Attachment A:* Copy of the IRS Letter of Determination regarding your organization's tax status.
- + *Attachment B:* Your organization's most recently adopted Articles of Incorporation and Bylaws.
- + *Attachment C:* Your organization's board meeting minutes from the last 6 months.

SECTION 2 · DEMONSTRATED ALIGNMENT & READINESS

What does your organization expect to achieve by bringing on an executive director? Please provide 2-3 concrete examples of what a paid executive director could help your organization achieve that have been unfeasible without.

Briefly describe the preparation your current organization has taken or plans to take with assistance from the WSMSP staff to develop a position description for an executive director. Examples include development of work priorities or even a position description, establishing payroll and insurance plans, etc. Again this can be work you've already done *OR* work you would like assistance from WSMSP to accomplish.

Why does your organization believe now is the right time to hire an executive director?

Please add any additional information pertaining to previous or existing challenges related to hiring an executive director.

Did your organization keep a budget for 2020 and have a proposed budget for 2021? YES NO
If yes, please attach copies of your actual 2020 budget and proposed 2021 budget to this application. If no, please briefly explain the omission below:

What percentage of your organization's current operating budget is derived from the following sources?

Membership	_____ %	Lodging Tax	_____ %
Event Income	_____ %	Fundraising	_____ %
Contracts*	_____ %	Grants	_____ %
Convention/Visitor Fund	_____ %	Other _____	_____ %

* Such as, contracts for services between a local government and your Main Street organization.

How does your organization expect to meet any remaining salary needs for an executive director during the grant term?

How does your organization hope to sustain the executive director's salary and benefits after the grant concludes?

+ *Attachment D*: Include copies of 2020 actual budget and proposed 2021 budget.

SECTION 3 · EXISTING CAPACITY & EXPERIENCE

Who will be the designated contact for reimbursement? Please provide name, title, and contact info.

NAME: _____

TITLE: _____

EMAIL: _____

PHONE: _____

What previous grant management experience, if any, will your current organization draw from to steward public funds? If working with a fiscal sponsor, please include additional details on steps your organization will take to become independent.

If applicable, describe any previous hiring process or onboarding experiences that members of your current organization have had either with your organization or similar nonprofits.

If applicable, describe any experience the organization has in supporting and managing paid staff.

SECTION 4 · ADDITIONAL INFORMATION

Please add any additional information on your organization's readiness and alignment with this grant opportunity and/or goals and expectations for participating in WSMSP capacity building services in preparation for hiring an executive director.

SECTION 5 · LETTERS OF SUPPORT

Your organization may submit up to two optional letters of support to further demonstrate your organization's current work and how the hiring of an executive director would contribute to the greater efficiency of existing work or allow for additional capacity. While these are optional, we encourage you to consider including letters from partners such as downtown building or business owners, your city government, other local nonprofits, etc.

+ *Attachment E*: If applicable, include up to two (2) letters of support from local partners on your readiness.

SECTION 6 · AUTHORIZATION

If awarded a grant, will your organization actively participate in capacity building service offerings? Yes No

Is your board able to meet prior to submission and take a formal vote to approve this application? Yes No

If yes, please include the board meeting minutes as *Attachment F*. **If no**, please include a letter of commitment from the entire board as *Attachment E*.

+ *Attachment F*: Indication of board approval in meeting minutes or a letter of commitment.

SECTION 7 · SIGNATURES

I declare under the penalties of perjury that I am authorized to sign this application on behalf of the above organization and that I have examined both the completed application and attachments. To the best of my knowledge the information contained in these documents is true, correct and complete. I understand the eligibility requirements and acknowledge contributions received through this program will be solely used to meet our mission of downtown revitalization by expanding our capacity through the hiring of an executive director.

Board President Signature: _____

Printed Name: _____ Date: _____

CHECKLIST OF ATTACHMENTS

- + *Attachment A*: Copy of the IRS Letter of Determination regarding your organization's tax status.
- + *Attachment B*: Your organization's most recently adopted Articles of Incorporation and Bylaws.
- + *Attachment C*: Your organization's board meeting minutes from the last 6 months.
- + *Attachment D*: Include copies of 2020 actual budget and proposed 2021 budget.
- + *Attachment E*: Optionally, include up to two (2) letters of support from local partners on your readiness.
- + *Attachment F*: Indication of board approval in meeting minutes or a letter of commitment.

Note: Application will not be accepted without board approval through meeting minutes showing a vote or a letter of commitment from the board as a whole.