



The Arcata Foundation is dedicated to the enhancement of community life in the Arcata area. The foundation facilitates charitable giving within the community and supports work in the areas of human services, education of all ages, art culture, local history, healthful recreation, peace and enhancement of our local natural environment.

Projects or programs proposed to the Foundation must demonstrate direct benefit to the citizens of Arcata, and should do one or more of the following:

- Support the educational needs of local citizens (of all ages),
- Support those in need of human services, such as health care, child care, housing, etc.
- Support art and cultural activities and education within the community,
- Provide recreational activities and programs to the community (all ages),
- Support and protect the environment of the community,
- Support peace-related activities and education,
- Support activities and education related to the history of the City of Arcata,

Potential applicants must use the grant application form attached.

Application Deadlines: May 15 and December 15

Applications must be post marked by the due date.

Applicants will be notified June 30 for first cycle and January 31st for second cycle.

Mail applications to: The Arcata Foundation
928 H Street
Arcata, CA 95521

Grant provisions for all awards include:

1. Funds may only be utilized for the purpose for which awarded. Any desired change in purpose must be submitted in writing and approved in writing.
2. The grant award expired *one year* from the date of the award letter. Any extension of the award period must be requested in writing and approved in writing.
3. Grantee will retain all documents pertaining to the grant award for the period of three (3) years following the conclusion of the award and will make such documents available for audit if requested by the Foundation or any agency with audit responsibility.
4. Grantee shall provide the Foundation with copies of any publicity involving the award. Grantee should make every effort to credit the Foundation for the award.
5. If the terms of the grant cannot be met, the grantee must advise the Foundation and the grant funds must be returned.

Please note that the projects awarded grant money may be fully or partially funded, and the Foundation cannot award grants to religious institutions except for purely secular purposes.



GRANT APPLICATION

Please provide a short description of the project in the space below:

INSTRUCTIONS

- A. Application Deadlines: **May 15 and December 15**
Applications must be postmarked by the deadline
(or the following weekday if the 15th falls on a weekend).
- B. Please provide six (6) separate and collated copies of your complete application package.
Failure to do so will disqualify your application. Please copy on both sides of the page.
- C. Mail application packages to: **The Arcata Foundation**, 928 H Street, Arcata, CA 95521.
- D. Fill in the blanks below and attach the requested descriptions and documentation.
Failure to provide information requested will disqualify your application.

APPLICATION

Amount Requested: \$ _____

1. Name of Organization: _____

2. Address: _____

3. Executive Officer: _____ Date Founded _____

4. Provide evidence that this application has the approval of your governing board. Nonprofit organizations must include copies of their IRS 501(c)3 letter.
5. A brief description of the purposes and services of the organization, including area served, total using services and costs to clients.
6. A brief description of the proposed project, description of project objectives, statement of need, description of key personnel and a statement of how project results will be evaluated.
7. List the items requested, including costs, in priority order.
8. List officers and members of the organization's governing board, including their occupations.
9. Provide the organization's operating expenses, income and budget for the current fiscal year.
10. Provide a statement of assets and liabilities.
11. Describe fund raising efforts for this project and plans for future funding of the organization.
12. List other organizations with similar objectives and summarize your cooperation with them.

Contact Person: _____ Telephone _____