



Apply for a Spring 2019 charity grant

How does Capital City Chorus (CCC) get money to donate to a charity?

We offer free concerts so we can give any donations we receive to a local charity that benefits children. Depending on audience donations, we expect to raise anywhere from \$3,000 to \$7,000.

How do know if my organization qualifies for a grant?

Please meet the following criteria:

- Must qualify as an exempt organization under Section 501(c)(3) of the Internal Revenue Code.
- Directly involved with promoting the health and well-being of many children.
- Easily illustrate how donated funds can benefit your children.
- Located in Thurston County.
- Demonstrate a current need for financial help. (*However, your organization doesn't need to be currently under-funded*).
- Show that your organization prudently managed past funds and programs.
- Show that your general and administrative expenses are comparable to similar charities.

What does CCC look for in a grant application?

We give preference to organizations that can show the following:

- Works with a small budget (usually less than \$500,000).
- Has limited ability to raise funds.
- Does not receive substantial support from government or other charitable organizations (such as United Way).
- Houses a small administrative department.
- Experiences little to no exposure to the Thurston County business community.

Please note: We will follow up with each charity on how they spent the money we donated.

How do I apply?

1. Create a packet of information that includes the following:

- A **cover letter** signed by the organization's director on the organization's letterhead. The cover letter needs to request that CCC consider your organization for CCC's selected charity.
- A **brief narrative** about your organization. Please answer the following questions in the narrative:
 - What is your organization's purpose or mission?
 - What is your target population or audience?
 - How will your organization use the grant money?
 - How would a \$5,000 grant impact your organization's mission?
- A **document** that shows your organization is **tax exempt** (IRS determination letter).
- A **copy** of your organization's **operating budget**.
- A **list of** other current **funding sources** and uses.
- A **copy** of your organization's **annual report** (if available).
- **Two letters** or endorsements that recommend we select your organization.

2. Submit the packet of information to a CCC member, or mail the packet to:

Capital City Chorus
P.O. Box 6365
Olympia, WA 98507

We don't accept email submissions. You must mail your packet **no later than March 1** if you want us to consider your organization for the upcoming spring concert grant. Charities may reapply for grants each year.

What next?

We will notify you through email once we receive your application. You'll hear about our final decisions through email, letter, or a phone call on or around Monday, April 1.

If chosen, you'll get the opportunity to put information about your charity in our concert program. If you'd like, a representative from your organization will also get the chance to speak to the audience at one of our concerts.