



Apply for a 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:

- Ability to show a 501(c)(3) certificate.
- 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'd like to focus on 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 \$3,000 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).
- A letter or **endorsement** that recommends we select your organization (please limit this to two).

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

You must mail your packet **no later than Feb. 28, 2020** if you want us to consider your organization for the upcoming spring concert grant.