Foothills Community Alliance
Funding Requests Policy

Foothills Community Alliance (FCA) is an association whose purpose is to enhance the community by providing the means by which the residents of Columbia Valley may create long-term self-reliance and health equity, and to implement permanent, meaningful projects that benefit the entire community. It focuses efforts around key issues with a mission to support children, young families, elderly, and individuals so they can develop the skills and opportunities they need to lead healthy, productive lives.

Use Of Funds: Funds are to be used on behalf of the residents of Columbia Valley, the geographic area which includes the Urban Growth Area of Columbia Valley. A map of the area can is included as part of this booklet. The funds disbursed on behalf of the community (such as to a vendor, fiscal sponsor, government body, or other non-profit organization) must benefit the community at large or address a specific issue of concern to the community. Funds cannot be disbursed for the benefit of any individual. Funds must be for an identifiable community benefit which can be documented as to its anticipated outcomes, including at a minimum, the number of people who will benefit.

Request For Funds: Individuals or organizations requesting funds from the FCA Board will be asked to complete the Request for Funds Documents and submit a written proposal no later than 6-8 days prior to our scheduled monthly meetings for review by the members. FCA General Monthly meetings are held the 2nd Wednesday of each month. Individuals are required to provide at a minimum 2-3 quotes when requesting funds for services or products. Individuals will be asked to attend an FCA Board meeting to formally present their request for funding to be considered. The FCA reserves voting on proposals for 30 days after presentations to allow members adequate time to review any proposal. Written proposals and all other required documentation may be attached to the following application. Requests will be limited to one project per submittal. Allow 30 days after project approval for funds to be released.

The following must be completed and submitted prior to requesting a scheduled presentation or proposal to FCA:
(Amended April 13, 2022) The following must be completed and submitted BY THE 25th OF THE PREVIOUS MONTH prior to requesting a scheduled presentation or proposal to FCA:
• "Project Funding Request Form" (this is also available in PDF format on the FCA website).
• Written Proposal including a detailed expense budget, quotes, etc.
• Signed acknowledgement of FCA funding policies and procedures.

Submit the required completed forms to the FCA online or email to: info@foothillscommunityalliance.com Requests for funding will be scheduled on the next monthly membership meeting in line with the deadlines mentioned above.

Note: All approved requests for funding require 30 days before funds may be released once all required documents are received. The FCA Professional Services Agreement must also be completed before any funds may be released. Individuals requesting project funds

must provide signed agreements for all fiscal sponsors, contractors and parties involved in the project, who are receiving payment or FCA funds.

FORMS:

1. **Project Funding Request Form:** This form is available on the following website: www.foothillscommunityalliance.com. This form must be completed, and all attachments submitted to the ~~FCA 6-8 days~~ before a scheduled presentation. This form is also available in PDF format online. (Amended April 13, 2022) The form must be completed, and all attachments submitted to the FCA BY THE 25th OF THE PREVIOUS MONTH.

2. **Written Proposal:** Individuals requesting FCA funds for a project or event shall prepare a written proposal. A detailed expense budget should be included. It is important to show justification for expenses through quotes when available. This should be attached to the initial Funding Request documents.

3. **Signed Acknowledgement:** A signed copy of the Funding Request policies should be submitted to the FCA at the time of application. A copy of the policies can be found on the FCA Website at: www.foothillscommunityalliance.com

4. **FCA Professional Service Agreement:** This form is used as an agreement between FCA, WFCN, and the contractor or non-profit organization receiving funding. The contractor/Fiscal Sponsor/Non-Profit agrees to provide services as outlined in the brief Scope of Work and Deliverables attached to the agreement. FCA and WFCN agree to act as fiscal agent of the project coordinated at the direction of the individual requesting funding for the project (Project Organizer).

5. **Post Project Report Form:** At the end of a project, the initial initiator/organizer of the project will complete a Project Reporting Form found on the FCA website at: www.foothillscommunityalliance.com. This information will be used as a metric to measure the success and details of the event, cost, number of community members benefited as well as other measurable information. This form shall be completed and submitted within 30 days of the event conclusion and emailed to: *info@foothillscommunityalliance.com*.

Release Of Funds Agreement: In the event that funds are released directly to a fiscal sponsor or a nonprofit for an estimated amount for a project on behalf of a group or individual organizing an event:

• FCA funding must be prominently acknowledged on any advertising or marketing
• An attached budget for expenses must accompany the request and agreement
• The Sponsor or non-profit entity agrees to provide to the FCA documentation of all actual expenses incurred during the event and funds released no later than 30 days from the end of the project being funded. These dates will be noted on the FCA Professional Services Agreement.
• All funds not utilized at the end of the project or event will be returned to WFCN and copies of expense records will be provided to FCA no later than (30 days from end of project).

Funding Priorities: FCA will represent the Columbia Valley community in determining the optimal use of funds. FCA will work to ensure diverse and equitable community representation and broad community engagement in determining how the funds provided for community projects can most effectively increase community health and wellbeing. When considering funding a project, FCA Board Members will focus on the following needs in our

community: Access to healthy food sources; access to medical, dental and pharmaceutical services; safe, clean, drugfree neighborhoods; parks, trails and recreational activities; focusing on the most vulnerable populations in our community such as youth, elderly, homeless, and mentally ill, among so many others.

Community Role: The FCA's donated funds are designed to be used for shovel ready projects by individuals who either have an existing non-profit organization or governmental body in the area, or who are partnered with a fiscal sponsor who handles their funds for them. Anyone wishing to request funding should have one of these relationships in place prior to requesting funds. The FCA does not want to exclude individuals from the community from sharing their ideas with the board. Individuals who have a new idea that could potentially help our community are encouraged to attend the monthly meetings and ask for time on the agenda to share their pilot idea with the members. The Board may encourage individuals to research a project further or seek to create a subcommittee from FCA members who may volunteer to help put a study together or share resources on behalf of the idea. It is the ultimate responsibility of the individual requesting funds to complete the study, secure funding oversight, and present a written proposal with a detailed budget and timeline. The Board will consider all finalized proposals and schedule the individual for a final presentation once all research and work has been done. The FCA Board reserves the right to approve or disapprove of projects or events that do not represent the Columbia Valley, as outlined in our Funding Guidelines.