

West Sound Human Resources Management Association Grant Application Procedures

West Sound Human Resources Management Association (WSHRMA) is seeking applications requesting funds for educational projects that benefit the Kitsap County community. Funding is available for a project totaling up to \$_____.

Applications may be submitted to WSHRMA by mail. Please address them to:

WSHRMA
P.O. Box 1285
Bremerton, WA 98337

Selection Criteria

- The project should serve people in Kitsap County.
- These WSHRMA funds will not be awarded to fund the requesting organization's annual operation or maintenance costs.
- Projects and/or events that have a significant impact on the community and involve students will receive the highest consideration.
- Submit only one application per organization.

Application

The application must be typed on forms provided or two (2) pages typed in 12 point font.

Attachments

1. Project implementation and completion schedule are required.
2. A copy of the budget for the entire project must be provided, if appropriate.
3. Provide legal evidence of your organization's non-profit status.

West Sound Human Resources Management Association
Grant Application

1. Name of the requesting organization_____.
2. Contact person_____ Phone#_____.
3. Supply proof of the organization's non-profit status such as providing the IRS tax ID number_____ and IRS tax-exempt designation_____.
Include in the attachments copies of documents that prove legal non-profit status such as :IRS tax-exempt designation letter, articles of incorporation and bylaws.
4. Project Description: (Include as attachments, project implementation and completion schedule)

5. Describe the impact this project will have on the community, including evidence of the people that will benefit from this project. Why is this project needed in the community? What community problem does this project solve?

CEO/Executive Director _____ Date _____

Board Chair _____ Date _____

The organization's CEO/ED and Board Chair Signatures **are required**. These signatures signify that all information in the application is accurate and that the project is approved and will be completed in a timely manner.