



COMMUNITY ENRICHMENT FOR KLICKITAT/SKAMANIA COUNTY

## WELCOME TO CEKC

**CEKC Mission: To enrich community services and engage in activities that strengthen the social and economic well being of Klickitat and Skamania County residents.**

**CEKC does not offer grants or accept applications requesting grants from CEKC.**

All the forms are part of the CEKC application process. They are divided into three sections-**Preliminary; Following Approval; Project Reporting**. Please sign and return as indicated. Not all forms will be needed as it will depend on your project.

If you have any question please contact:  
Brian Wanless: 509-250-0737 or bwanless@mac.com  
Linda Williams: 509-773-6067 or llwilliams2003@gmail.com

### **PRELIMINARY:**

1. Project Guidelines – Please review these. They will be helpful as you work through the application.
2. CEKC Project Application– Complete this as best as you can to help us fully understand your project. If you are asking for fiscal sponsorship and/or applying for use of CEKC's 501(c)(3) status this must be turned in prior to attending a CEKC meeting.
3. MOU- Complete and return the Memorandum of Understanding.

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### **FOLLOWING APPROVAL:**

4. Fiscal Sponsorship Agreement- Complete and return if needed.
5. Application for use of 501(c)3 - Complete and return when needed. CEKC charges 5% of all funds received if projects use CEKC's 501(c)(3) tax exempt number to apply for grants or solicit donations at fundraisers. (If seeking grants CEKC must be named by the project as the applicant. Please do not submit grants without notifying CEKC prior to applying.)
6. Insurance Info – If you will be putting on events, fundraisers or otherwise holding

activities open for the public you must purchase insurance as a protection against any liability. CEKC provides insurance for projects through McCoy-Holliston. Some events will cost more to insure. McCoy-Holliston will determine the insurance charges for each project.

7. Banking-If your project is approved you will need to set up a checking account at Umpqua Bank. Both CEKC and your project coordinator will have access to the account. CEKC will only use this access to deposit and verify funds and pay bills that are submitted. Brian Wanless will assist you in setting up this account.

- New Account Setup
- Project Banking
- New Account Login

8. Fundraising Support Request Form-Complete and return if you plan to hold fundraisers **BEFORE** you schedule the event.

### **PROJECT REPORTING:**

9. Six month Activity Report- required. This is used as a "check-in" to help CEKC see how your project is doing.

10. Project Completion or Termination- required. Once your project has finished please fill this out so we can see how successful you were.

*Non-discrimination Policy: CEKC does not discriminate against any person on the basis of race, color, national origin, disability, sex, age or sexual orientation in admission, treatment, or participation in its programs, services and activities, or in employment. No person shall be excluded from participation in, or be denied the benefits of any service, or be subjected to discrimination because of race, color, nationality, religion, sex, age, disability, or sexual orientation.*