



Project Guidelines

COMMUNITY ENRICHMENT FOR KLICKITAT/SKAMANIA COUNTY

We appreciate your interest in CEKC. Our mission is to enrich community services and engage in activities that strengthen the social and economic well being of Klickitat and Skamania County residents. Our role is to help your organization obtain grants, donations and other funding options. We do not provide grants.

CEKC agrees to:

- Share philosophy, mission, and goals of CEKC.
- Provide community development trainings.
- Provide assistance, support.
- Be responsible for IRS 990 filings

Project Expectations

These expectations will guide behavior during involvement in the CEKC activities.

- Treat others in a courteous, respectful manner and serve as a positive role model when representing CEKC.
- Accept supervision and work collaboratively with CEKC.
- Support and promote CEKC activities.
- Abide by CEKC policies and MOU guidelines. Submit all required paperwork.
- Keep CEKC informed of any incidents that may violate policies or personal rights.
- Handle fundraising and finances in an ethical manner.
- Work cooperatively with CEKC and other community volunteers.
- Respect, adhere to, and enforce the rules, policies, and guidelines established by CEKC.

Here are the next steps if you decide to join CEKC

- Submit a completed **CEKC Application**. This can be found online at cekcwa.org
- Attend a meeting to present your project. These are held the second Monday of each month at the Lyle Activity center at 10:00 AM
- Upon approval there are additional forms on the website to be completed and returned, as necessary.
- Submit completed **Fiscal Sponsorship Agreements** and **Memorandum of Understanding**, if needed. These will need to be reviewed/renewed yearly. Treasurer will inform you about insurance options and enroll you, if needed. There will be a small fee attached to this, amount dependent on the specific activity. Open checking account at Umpqua bank with CEKC as a cosigner.
- Submit a completed CEKC Application or Application for use of 501(c)3 Form with each new undertaking. All grants need to go through CEKC with CEKC named as the applicant. CEKC will assess a 5% administration fee when the CEKC EIN is used.
- Provide six month activity reports to assigned board representative.

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.