

Online Application

OCF staff will be available for trouble-shooting if you have questions about the process or hit a snag along the way: 503.227.6846 or grants@oregoncf.org.

The application questions are organized into eight sections which can be completed over the course of several days or weeks.

Section 1: **Organization Contact Information**

Section 2: **Organization Mission & Structure**

Section 3: **Organization Financials**

Section 4: **Project Summary**

Section 5: **Project Revenues**

Section 6: **Project Expenditures**

Section 7: **Project Narrative**

Section 8: **Documents to Upload**

Applications which are NOT Competitive

Before you apply, you should know that these qualities make applications less competitive:

- Little funding has been secured
- No private, community-based support is evident
- OCF is being asked for half of the project total (or more)
- Your organization has received several Community Grants in recent years
- Project request is operating support: OCF funding would not expand services or strengthen organizational infrastructure

Application Questions

The following pages list our application questions. Required fields are in **bold** and directions in *italics*. The first field requests a short name (or phrase) for your project.

PROJECT NAME

Please enter the name of your project to start the application process (50 characters)

SECTION 1: ORGANIZATION CONTACT INFORMATION

Organization name

Alternate name/Acronym

Employer ID number (EIN)

Fiscal Sponsor Name

Fiscal Sponsor EIN

Mailing address

City

County

State

Zip code

Website

Phone

Executive director or board chair's information

Prefix

First Name

Last Name

Title, Email

SECTION 2: ORGANIZATION MISSION & STRUCTURE

Organization mission and primary activities (500 characters)

Year organization was established

Number of paid employees

Number of FTE (full time equivalent)

Number of volunteers

Number of board members

Number of board meetings per year

Number of board members who contribute to annual budget

Is the mission of your organization intended to benefit the general public or a specific demographic? (e.g. age range, ethnicity, etc.) (Select one of two options)

- General population means no specific demographic group is targeted and services are open to everyone
- Specific demographic means one or more specific demographic groups are targeted for services
If this option is chosen, the following question appears: Please describe the population you serve. (1,000 characters)

How many unduplicated persons did your organization serve directly last year? (This can be a rough estimate)

How many persons do you expect to serve this year?

Counties where services are provided (You may select multiple options)

SECTION 3: ORGANIZATION FINANCIALS

Financials for the last year and this year

(A fillable table will contain the following columns and rows, and you will enter figures as applicable)

FINANCIALS	Current Year Budget	Current Year Actuals To-Date	Previous Year Actuals
Organization Revenues			
Organization Expenditures			
Operating Surplus/Deficit			

In connection with the above figures, please define the time period for “current year” (e.g., 07/01/2016-06/30/2017) and for previous year (e.g., 07/01/2015-06/30/2016).

If your organization finances require additional explanation, or if either the current year or previous year represents an operating shortfall, please explain.

Breakdown of organization revenue for last year

(A fillable table will contain the following rows, and you will enter figures as applicable)

SOURCE	Amount
Memberships	
Individual contributions	
Earned income (ticket sales, fees for service, etc.)	
Fundraising benefits	
Corporate/business contributions	
Government support	
Endowment earnings	
Other	

If you listed a figure in “Other,” please provide a description of this revenue.

Organization’s unrestricted cash reserves at beginning of current year.

List five single largest contributors from last year’s revenue sources. Contributors include individuals, agencies, businesses, foundations, or other groups.

List grant applications to OCF, approved or declined, during the past three years. If grants were approved, please include amounts awarded and purpose of the grants.

SECTION 4: PROJECT SUMMARY

Project contact person's information

First name

Last name

Title

Phone

Email

Project description *(One sentence, 500 characters)*

Key project components *(A brief snapshot of your project, including measurable outcomes, 1,000 characters)*

How many persons will benefit directly from the project?

Is the project for which you are requesting funds intended to benefit the general public or a specific demographic? (e.g. age range, ethnicity, etc.) *(Select one of two options)*

General population: no specific demographic group is targeted and services are open to everyone.

If this is chosen, the follow-up is: Please tell us how you would describe the general public. (500 characters)

- Specific demographic: one or more specific demographic groups are targeted for services

If this is chosen, the follow-up is: Please describe the population you serve. (500 characters)

In which counties will services be provided through this project?

Which OCF funding priority best reflects the primary goal of your project? Projects may address multiple priorities, but we want to know which you see as the best fit. *(dropdown)*

Project Totals	
Total project budget	
Total amount requested	

SECTION 5: PROJECT REVENUES

Is this a multi-year request? This application form is used for several grant programs and not all of them accept multi-year requests.

Please list all proposed sources of funding. You may include the value of in-kind support. Please enter the secured and pending amounts. *(A fillable table will be made available, allowing you to enter specific revenue lines for your project, including the amount requested of OCF)*

Note: For multi-year requests, please enter a single year of project revenues (the year in which the grant would be awarded) and upload a full, multi-year budget when you reach Section 8 of this application.

If your project revenues require additional explanation, please offer it here. *(750 characters)*

SECTION 6: PROJECT EXPENDITURES

Please list all budgeted expenditures. Project expenses listed here should correlate to project activities. (A fillable table will be available, allowing you to enter specific expenditure lines for your project)

Note: For multi-year requests, please enter a single year of project expenses (the year in which the grant would be awarded) and upload a full, multi-year budget when you reach Section 8.

Describe how OCF funds would be allocated for the project. (750 characters)

If your project expenses require additional explanation, please offer it here. (750 characters)

SECTION 7: PROJECT NARRATIVE QUESTIONS

NEW REQUESTS

If you were awarded a multi-year opportunity last year, please skip this group of questions and instead respond to the “renewal request” questions.

Tell us about your organization. What are your mission and track record? Highlight two or three key facts and accomplishments that best define your organization. (1,000 characters)

What need does your project address? What community strengths do you hope to develop? Or what organizational capacity do you hope to build? (1,000 characters)

If your project represents a programmatic expansion, tell us how long you have had the program, how many persons it reaches annually, and what it has achieved. And how would the program be different as a result of this project? [If this is not applicable, please offer a brief note and move to the next question]. (1,200 characters)

How will you carry out your project? What are the specific activities involved and what is your timeline? (1,500 characters)

How did you involve the population to be served in development of your strategy? (1,000 characters)

What do you see as the strengths of the population to be served? How will you build on those strengths? (1,000 characters)

If your project focuses on a population that experiences disparities in education, health, income or other areas due to geography, ethnicity, gender, sexual orientation or other factor, please explain. Are there systemic barriers? [If this is not applicable, please offer a brief note and move to the next question]. (1,000 characters)

Who is responsible for your project? Briefly describe your project leaders and the role each will play in the project. How do these leaders reflect the community you serve? (1,200 characters)

How will your expertise, partnerships or community connections help you? If there are partners, please identify them and tell us if they have agreed to participate. (1,200 characters)

What will success look like? How will you measure or document project success or impact? Please outline your evaluation plan. (1,500 characters)

What is your plan for securing the balance of the project budget? What is your fundraising timeline? If OCF or other potential resources cannot provide all of the support requested, what will you do? (1,500 characters)

How will you sustain the proposed activities or build on what you achieved? Please describe your plan for securing the financial, human and in-kind resources needed to sustain or build on project achievements. (1,500 characters)

RENEWAL REQUESTS

If you completed the previous group of questions (for new requests), skip this group.

Tell us about your organization. Remind us of your mission and track record. Highlight two or three key facts and accomplishments that best define you. (1,000 characters)

Please restate the goals of your project and the proposed use of funding from OCF.

We are interested in seeing a thumbnail sketch of the project – the population being served and the community issue being addressed or the organizational capacity being built. (1,000 characters)

How do project leaders reflect the population being served? And how have your expertise, partnerships and community connections helped you? (1,500 characters)

What has been the impact of project activities so far on the population you serve? How do you know this? (1,000 characters)

What has been the impact of project activities so far on your organization? How do you know this? (1,000 characters)

Sometimes the impact of a project is not easy to communicate via measurable results, so please share with us a story that illustrates the impact of the project so far. (1,500 characters)

Has your project changed? We recognize that circumstances may have required you to make some adjustments to your project. If so, please tell us about the changes and what led to them. Or, given what you have learned since implementation, is there something you wished you had done differently? (1,500 characters)

What are your goals and planned activities for the coming year? How do they fit into your overall, multi-year project? (1,500 characters)

How much funding have you secured for this year? (1,500 characters)

Please describe preparations underway to sustain project activities after the grant period. (1,500 characters)

SECTION 8: DOCUMENTS TO UPLOAD BEFORE SUBMITTING YOUR APPLICATION

501(c)(3) tax-exemption letter from the IRS

Board of directors list, including contact information, affiliations, and the expertise each contributes

Organization budget for current year

Organization actuals for past year

Multi-year project budget (if applicable)

Most recent audited financial statements (if available)

Additional project info: graphic, schematic or timeline (optional)

Letter(s) of support, directly related to the project (optional)