



Organization Profile Form

By invitation only, please complete this profile form to help us learn more about your organization. We may share the information you provide with fund advisors interested in your organization, mission, and/or region. This is not a grant application; rather, it is an opportunity to share your work. For an electronic copy of this form, please see OCF's website at <http://www.oregoncf.org/receive/grants/grant-opportunities/advised> or e-mail advisedfunds@oregoncf.org.

Please be concise. If directly applicable, you may use information previously prepared for publications or correspondence, such as proposals, brochures, and web pages.

Organization Name							
Alternate Name/Acronym							
Address							
City			State		Zip Code		
County			Website				
Phone			Fax				
Executive Director or Board Chair						Prefix (Mr., Ms., etc.)	
First Name			Last Name				
Title			E-Mail				
Contact Person if different						Prefix (Mr., Ms., etc.)	
Name			Title				
Phone			E-Mail				
Mission							
Employer ID number (EIN)				Year established			
Number of paid employees			FTE		Number of volunteers		
Number of board members				Number of board meetings per year			
Is your organization a 501(c)(3) public charity, government entity, or public school? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>* If not, please contact OCF before continuing.</i>							
Total Budget Last Year			\$				
Administration and Fundraising % <i>* By administration, please consider overhead such as administrative salaries, rent, electricity, etc.</i>			From Government Sources \$				

To support your mission, what are your current **priority funding needs**? This may include broad program needs or general support. Please do not rank these needs or assess amounts.

Empty box for priority funding needs.

What are your **major programs**? Briefly, please include program results in terms of numbers, regions, and populations served.

Empty box for major programs.

Required Attachments:

- IRS letter of tax exemption. If your organization’s mission is primarily religious and you have not requested an IRS exemption ruling, please contact us for the appropriate profile form.
- List of board members, including their affiliations in the community.
- Consolidated budget for the current year. If the current year budget is unavailable, please submit the budget from last year.
- Most recent year-end financial statements (audited or unaudited, unbound). Alternately, you may submit your most recent IRS Form 990 or 990-EZ.
- A **SAMPLE** of program literature such as an annual report, brochures, or other material describing your mission and activities. Please do not send bound materials or CDs/DVDs.

Please e-mail this form and required attachments to:
advisedfunds@oregoncf.org
 or you may return to:
 Advised Funds Department
 1221 SW Yamhill St., Suite 100
 Portland, OR 97205
 503.274.7771 (Fax)

I certify that the above information is correct and that I am authorized by the governing board of this organization to submit this information to OCF. Additionally, I certify that (1) this organization is in good standing under IRC 501(c)(3) and is further classified as a public charity pursuant to section 509(a)(1) or 509(a)(2) OR (2) this organization qualifies for tax exempt status as a public school or government agency.

Name (printed) of head of organization

Title

Signature of head of organization (director or board chair)

Date