



## Application Structure

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](mailto: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 Revenue Budget**

Section 6: **Project Expenditure Budget**

Section 7: **Project Narrative**

Section 8: **Documents to Upload**

## Some Questions Not Applicable to You

Some of the questions will be an awkward fit for you. We use this application for many kinds of projects. Please answer as best you can or say, "Not applicable."

## 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

Required fields are in **bold** and directions in *italics*. The first field requests a short name (or phrase) describing your project.

### PROJECT NAME

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

## SECTION 1: ORGANIZATION CONTACT INFORMATION

- 1.1 Organization name**
- 1.2 Alternate name/Acronym
- 1.3 Employer ID number (EIN)**
- 1.4 Fiscal Sponsor Name & EIN
- 1.5 Mailing address**
- 1.6 Website
- 1.7 Phone**
- 1.8 Executive director or board chair's name, title & email address**

## SECTION 2: ORGANIZATION MISSION & STRUCTURE

- 2.1 Organization mission and primary activities** (500 characters)
- 2.2 Year organization was established**
- 2.3 Number of paid employees**
- 2.4 Number of FTE**  
FTE means full time equivalent. For instance, if you have two employees and both work half time, you have one FTE.
- 2.5 Number of volunteers**
- 2.6 Number of board members**
- 2.7 Number of board meetings per year**
- 2.8 Number of board members who contribute to annual budget**  
We recognize some of your board members do not have the capacity to give.
- 2.9 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:**
  - A. General population means no specific demographic group is the focus and services are open to everyone.
  - B. Specific demographic means one (or more) specific demographic group is the focus.  
*If this option is chosen, we will ask you to describe the population you serve (1,000 characters)*
- 2.10 How many unduplicated persons did your organization serve directly last year?**  
This can be a rough estimate.
- 2.11 How many persons do you expect to serve this year?**
- 2.12 Counties where services are provided**  
You may select multiple options.

## SECTION 3: ORGANIZATION FINANCIALS

### 3.1 Financials for the current fiscal year and the last completed fiscal year

A fiscal year is the 12-month period used by an organization for budgeting and accounting purposes. Often it begins in January or July.

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

FINANCIALS	Budget for Current Fiscal Year	Actuals To-Date for Current Fiscal Year	Actuals for Last Completed Fiscal Year
Organization Revenues			
Organization Expenditures			
Operating Surplus/Deficit			

**What is the time period for your current fiscal year? Example: 7/1/2018-6/30/2019).**  
**And for your last completed fiscal year? Example: 7/1/2017-6/30/2018).**

- 3.2 If your organization finances require additional explanation, or if either the current fiscal year or last completed fiscal year represents an operating shortfall, please explain.

### 3.3 Breakdown of organization revenue for last completed fiscal 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	

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

### 3.5 Organization’s unrestricted cash reserves at the beginning of current fiscal year.

### 3.6 List five single largest contributors from last fiscal year’s revenue sources.

Contributors include individuals, agencies, businesses, foundations or other groups.

For individual contributors, you may simply list “Individual Donor A” or “Individual Donor B.”

### 3.7 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

**4.1 Project contact person's name, title, phone & email address**

**4.2 Project name**

Option to re-name your project (originally filled out to begin application)

**4.3 Project description**

One sentence. (500 characters)

**4.4 Key project components**

A snapshot of your project, including measurable outcomes. (1,000 characters)

**4.5 How many persons will benefit directly from the project?**

**4.6 Does the project focus on a rural community? If so, how?**

**4.7 In which counties will services be provided through this project?**

**4.8 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:

A. General population – no specific demographic group is the focus and services are open to everyone. *If you choose this, we will ask how you describe the general public.* (500 characters)

B. Specific population group – one or more specific demographic groups are the focus. *If you choose this, we will ask you to describe the population you serve.* (500 characters)

**4.9** 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 tell us about it. And tell us if there are there systemic barriers.

**4.10 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.

Select from a dropdown menu.

**4.11**

Project Totals	
Total project budget	
Total amount requested	

## SECTION 5: PROJECT REVENUE BUDGET

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

**5.2 Please list all proposed sources of funding.** You may include the value of in-kind support (e.g., volunteers, donated equipment, etc.). “Submitted” means you have made a request already. “Planned” means you *plan* to make a request.

*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 for which the grant would be awarded) and upload a full, multi-year budget when you reach Section 8 of this application.

Proposed Sources of Funding	Secured	Pending	Planned

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

## SECTION 6: PROJECT EXPENDITURE BUDGET

**6.1 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 for which the grant would be awarded) and upload a full, multi-year budget when you reach Section 8.

Budgeted Items	Total Cost	OCF Portion

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

6.3 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.

- 7.1 Tell us about your track record** and highlight two or three key accomplishments that best define your organization.  
(1,000 characters)
- 7.2 What community need does your project address** or what organizational capacity do you hope to build?  
(1,200 characters)
- 7.3 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 not applicable, say N/A and move to the next question].  
(1,200 characters)
- 7.4 What is your strategy? How will you carry out your project?** What are the specific activities involved and what is your timeline?  
(1,700 characters)
- 7.5 How did you involve the community (or the specific population to be served) in development of your strategy?**  
(1,000 characters)
- 7.6 Reflecting on your answer to the previous question, what do you see as the strengths of the population to be served?** And how will you build on those strengths?  
(1,000 characters)
- 7.7 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)
- 7.8 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)
- 7.9 What will success look like?** How will you measure or document project success or impact?  
Please outline your evaluation plan.  
(1,500 characters)
- 7.10 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)
- 7.11 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.*

- 7.1R Remind us of your track record** and highlight two or three key accomplishments that best define your organization.  
(1,000 characters)
- 7.2R Please write a short summary (one or two sentences at most) of project achievements to date.** This is meant to serve as a quick snapshot for us.  
(500 characters)
- 7.3R 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)
- 7.4R How do project leaders reflect the population being served?** And how have your expertise, partnerships and community connections helped you?  
(1,500 characters)
- 7.5R What has been the impact of project activities so far on the population you serve?**  
How do you know this?  
(1,000 characters)
- 7.6R What has been the impact of project activities so far on your organization?** How do you know this?  
(1,000 characters)
- 7.7R Sometimes the impact of a project is not easy to communicate via measurable results. Please share with us a story that illustrates the impact of the project so far.**  
(1,500 characters)
- 7.8R 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)
- 7.9R What are your goals and planned activities for the coming year?** How do they fit into your overall, multi-year project?  
(1,500 characters)
- 7.10R How much funding have you secured for this year?**  
(1,500 characters)
- 7.11R Please describe preparations underway to sustain project activities after the grant period.**  
(1,500 characters)

## **SECTION 8: DOCUMENTS TO UPLOAD BEFORE SUBMITTING YOUR APPLICATION**

- 8.1 Board of directors list**, including contact information, affiliations, and the expertise each contributes
- 8.2 Multi-year project budget** (if applicable)
- 8.3 Organization budget for current fiscal year**
- 8.4 Organization actuals for last completed fiscal year**  
*Nonprofits often include a balance sheet and an income statement.*
- 8.5 Most recent audited financial statements**  
*Many nonprofits do not have audited financial statements, but we would like to see yours if you do.*
- 8.6 Additional project information: graphic, schematic or timeline (optional)**
- 8.7 Letter(s) of support, directly related to the project (optional)**
- 8.8 501(c)(3) tax-exemption letter from the IRS**