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**Gray Family Fund of The Oregon Community Foundation  
Environmental Education Program: Grant Application**

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Initial Request     Renewal Request

Date: \_\_\_\_\_

**ORGANIZATION, PROJECT AND CONTACT INFORMATION**

Organization name: \_\_\_\_\_

**Project contact info (Name, title, phone, and email):**

**Project name:** \_\_\_\_\_

**Amount requested:** \_\_\_\_\_

**Total project budget:** \_\_\_\_\_

***Provide a 20-45-word tagline that describes your project to funders. (Find examples under "Grants Approved" on the Environmental Education website.)***

Under which **project category** does your project best fit? *You may choose more than one and prioritize using numbers to best describe your project.*

**Category** (*see Program Description*):

- Residential, Overnight Outdoor School Program for fifth and sixth grades
- Outdoor Exploration and Community Field Trips for fifth through eighth grades
- Environmental Professional Development for Teachers and Mentors

Organization address and website: \_\_\_\_\_

Mission of organization: \_\_\_\_\_

Year organization founded: \_\_\_\_\_

Counties served: \_\_\_\_\_

Head of organization/title: \_\_\_\_\_

# of volunteers: \_\_\_\_\_

# of paid employees: \_\_\_\_\_

**Project duration:**

If request is for more than one year, how much are you requesting each year from OCF: \_\_\_\_\_

What other funding sources and amounts do you propose for this project? (Note which are secured.)

**FINANCIAL SUMMARY**

Current annual organizational budget: \$ \_\_\_\_\_

Total expenditures last fiscal year: \$ \_\_\_\_\_

Total amount of financial support received last fiscal year: \$ \_\_\_\_\_

Sources of support:

Memberships and individual contributions ..... \$ \_\_\_\_\_

Fees for service ..... \$ \_\_\_\_\_

Fund raising benefits ..... \$ \_\_\_\_\_

Businesses ..... \$ \_\_\_\_\_

Government ..... \$ \_\_\_\_\_

Foundations ..... \$ \_\_\_\_\_

Endowment ..... \$ \_\_\_\_\_

Other (please identify: \_\_\_\_\_) .... \$ \_\_\_\_\_

Identify your organization's five largest donors and amounts provided (**no** contact info. needed):

Previous grant applications to the Gray Family Fund and amount granted during the past three years:

## PROJECT DESCRIPTION

Please delete the information below and use this space to describe your proposed activity in no more than two pages. You may:

- Include information such as project goals and objectives; audience served; cost per participant; time spent in the field; how the activity will be organized and executed.
- Explain why the project is important for your organization and community.
- Explain why your organization has the experience and capacity to conduct the project, including identification of key personnel, their roles in the project, and their qualifications.
- Describe use of proven methods and best practices.
- Show how partnerships and collaboration with other individuals, organizations, and groups in your community will be formed, strengthened, and extended.
- Describe results and follow-up plans
- Present a summary of your plans to evaluate the effectiveness of the project, which you will elaborate on in your **Evaluation Plan**. Briefly describe expected outcomes of the project and why its activities are expected to achieve these outcomes.
- Describe the future funding plan, if applicable, to sustain the project after the grant period.

## EVALUATION PLAN

Complete and attach the **Evaluation Plan** (section two: matrix) of the **Evaluation Report Form** by referring to the instructions in the **Evaluation Framework** posted on the website. Leave yourself at least hours to complete this part of the application. The **Evaluation Report Form** can be found with the application under "Publications" on our website.

**I certify that the above information is correct and that I am authorized by the governing board of this organization to submit this grant application to The Oregon Community Foundation. Further, I certify that this organization is in good standing with the IRS and retains its official 501(c)(3) tax-exempt status and is further classified as public charity and *not* a private foundation OR qualifies for exempt status as a public school, government agency, or religious institution.**

Signature of:  Executive Director  Board Chair

Date: \_\_\_\_\_

**Note: The information below is for your information. You may delete it from your completed grant application form.**

**Final checklist of Required Materials for Application** (bundled and submitted electronically, if possible):

- Environmental Education Program Application (no more than 3 pages, includes project description)
- Evaluation Plan section of the Evaluation Report Form (1-2 pages)
- Detailed project budget, including revenues and expenditures (one page)
- List of board of directors with affiliations and phone numbers (one page)
- Organization budget for current year (one page)
- Most recent audited financial statement if applicant is not a school or gov't agency
- Organization 501(c)(3) IRS determination letter if applicant is not a school or gov't agency

**Send electronically to:**

[enviroed@oregoncf.org](mailto:enviroed@oregoncf.org)

**Or mail to:**

The Oregon Community Foundation  
Attn: Environmental Education Program  
1221 SW Yamhill St., Suite 100  
Portland, OR 97205