



The Community 101 Experience - What Is Needed

- **A completed and submitted application including the application cover sheet on page 1 and a letter of interest.**
- **A dedicated, enthusiastic teacher/advisor and student leader(s).**
- **A group of students who meet regularly and who will participate in and complete the entire Community 101 process.**
- **Teacher access to email, phone, computer and student transportation.**
- **School account to receive grantmaking funds and distribute to grantees.**
- **Teacher and one or two lead students must participate in an online training in September.**
- **Teacher and students must complete brief program surveys.**

The Community 101 program and technical support is provided by The Oregon Community Foundation (OCF). Student grantmaking funds are provided by the Portland General Electric Foundation (PGE Foundation) and many other generous sponsors. OCF works to secure additional student grantmaking funds, which are provided by sponsors.

To learn more about the program and to view the Community 101 manual, please visit the Community 101 website at: www.oregoncf.org/c101.

Program Framework

GRANTMAKING

- Students establish a mini-foundation and follow the C101 program. A funder will provide up to \$5,000 for grantmaking; a minimum of \$4,000 must be awarded to Oregon 501(c)(3) nonprofit organizations; up to \$1,000 may be used for educational grants within the school.
- Grantmaking funds are distributed as one check to the school. The school will then distribute grant checks to the individual organizations at the grant award ceremony.
- Grantmaking must follow OCF guidelines as outlined in the workbook and the online training.



COMMUNITY SERVICE/VOLUNTEERING

- Students are encouraged to participate in at least one community service project. Teachers are required to provide a record of volunteer hours to the Community 101 Coordinator by June, 2019.

REPORTING AND DOCUMENTATION

- Students and/or teachers need to submit required business letters, complete program surveys, meet deadlines and maintain an appropriate level of communication with the program contact; failure to do so will result in loss of funding.

AWARDS CELEBRATION

- Students are required to present an overview of their C101 project and award grants at an awards celebration. Awards ceremonies are to be held as events of their own, i.e., not at school assemblies. Awards take place in April or May. All awards ceremonies need to be completed by June 1, 2019.

TIMELINE

- Typical programs run September through May. We are happy to accommodate alternative schedules assuming the grantmaking decisions are submitted by the deadline. Submit grantmaking decisions by March 22, 2019, to ensure funding is processed for the awards presentation.

HOW TO APPLY:

- Complete the following:
 - Application
 - Letter of Interest
- Completed materials should be submitted **by April 15, 2018** to Kim Whitney at kwhitney@oregoncf.org, or by mail to:
The Oregon Community Foundation
Attn: Kim Whitney, Community 101 Coordinator
1221 SW Yamhill Street
Portland, OR 97205

Involving students through service, leadership and philanthropy

A Program of The Oregon Community Foundation and the PGE Foundation