

December 2018

Oregon Community Foundation
New Grant Payment and Award Letter Process – Beginning January 21, 2019

FREQUENTLY ASKED QUESTIONS (FAQ)

1. We received a grant award letter but have not received our check. How do we receive payment?

Checks are mailed separately from award letters. OCF staff will send checks and award letters on the same day or within 1-2 days of each other. An award letter will include terms, conditions, reporting requirements and further details for each grant.

We recommend that you first check with your fellow staff or board members to locate the check. If it still can't be located, please contact OCF at 503-227-6846 and have your Grant # ready when you call.

2. What if my organization uses a fiscal sponsor?

If your organization uses a fiscal sponsor, the check will be sent to your fiscal sponsor. The award letter will be sent directly to your organization. We recommend contacting your fiscal sponsor to confirm receipt of the grant payment. If it still hasn't arrived, or can't be located, please contact OCF at 503-227-6846 and have your grant # ready when you call.

3. Who should I contact if I have questions about the award letter? For example, grant purpose, fund(s), grant award terms, conditions, reporting requirements, etc.

Please contact OCF at 503-227-6846 and have your grant # ready when you call. In addition, your check stub will include a Distribution ID and grant type. This information will help to direct your call to the appropriate department.

4. What if the check and award letter don't reflect the same amount?

First, there may be multiple grants reflected in the total amount of one check, so multiple award letters will arrive. If this is not the case and the amounts are different, please contact OCF staff.

5. Why is OCF doing this?

OCF is making this change to be in compliance with best practices for financial controls.