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.

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*.

Project name

Please use a name that will help you reference this application at a later date. You can edit this question in section 4 of the application.
(100 characters)

SECTION 1: ORGANIZATION CONTACT INFORMATION

Organization name:		**EIN:**	
Alternate name/acronym:			
Fiscal sponsor name:		EIN:	
Address:			
County:			
Website address:			
Name (& title) of executive director or board chair:			
Email:			

SECTION 2: ORGANIZATION MISSION & STRUCTURE

2.1 Organizational data

Year established:		**Number of board members:**	
Number of paid employees:		**Number of board meetings per year:**	
Number of FTE:		**Number of board members who contribute to annual budget:**	
Number of volunteers:			

Note 1: FTE means full time equivalent. For instance, if you have two employees and both work half time, you have one FTE.

Note 2: We know some of your board members may not have the capacity to contribute to your budget.

2.2 Organization mission and primary activities
(500 characters)

The following questions are being asked to help OCF better understand who is applying for funding and who is being served. We support nonprofits that provide services to all populations, and we prioritize populations with unequal access to resources and opportunities.

2.3   What population does your organization serve?
We are looking for demographic information – e.g., age range, ethnicity, income level, etc. Feel free to say, "General population," if appropriate. (1,000 characters)

2.4   Is your organization culturally specific?   ☐ Yes   ☐ No
If yes, these things would be true:

- Your mission, activities and outreach all focus on a population that has experienced significant bias or discrimination due to their race, ethnicity, sex, gender identity or expression, sexual orientation, disability, immigrant/refugee status, or national origin.
- Your staff, board and volunteers reflect the population you serve.
- The population you serve recognizes your organization as specific to their community.

2.5   *If you answered* Yes *to question 2.4:*
Please elaborate. We would like to know more about your connection to and reflection of the community.

If you answered* No *to question 2.4:
Most nonprofits are not culturally specific. If yours is not but you are serving a population that has experienced significant bias or discrimination, please tell us how you ensure services are designed appropriately. If this does not apply to your organization, please answer, "N/A."
(1,000 characters)

2.6   Are you a rural nonprofit?   ☐ Yes   ☐ No
That is, do you focus on a community with a population of 35,000 or fewer? And the community is NOT directly adjacent to (or part of a) metropolitan area of 50,000 or more?

2.7   Counties where services are provided
(Drop-down menu with multiple options.)

2.8   How many unduplicated persons did your organization serve directly last year?
This can be a rough estimate. We know many nonprofits are not be able to track participation. We are comfortable with an estimate.

2.9   How many persons do you expect to serve this year?
A rough estimate is fine.

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. If you have just ended your year, please include preliminary figures. (You can send us your final figures when they are available.)

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
Government/public support (contributions & grants):	
Memberships:	
Earned income (ticket sales, fees for service, etc.):	
Investment earnings:	
Individual contributions:	
Foundation support:	
Corporate/business contributions & sponsorships:	
Special events:	
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.
For grants approved, please include amounts awarded and grant purpose.

SECTION 4: PROJECT SUMMARY

Sections 1-3 of the application focus on your organization as a whole whereas sections 4-7 focus on your *project*. In case your project serves a population or geography that is somewhat different from your organization's usual focus, we ask several questions here which were asked previously about your organization more broadly.

Section 4 is where you will give OCF a snapshot of your project. Then, in sections 5-7 you will have a chance to build on that snapshot, adding important details to give us a fuller picture.

4.1 Project contact information

Project contact person:		
Phone:		Email:

4.2 Project name
Please use a name that will help you reference this application at a later date. (100 characters)

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?
This can be a rough estimate.

4.6 Does the project focus on a rural community? If so, how?
You answered a similar question about your organization's standard operations. Now we are asking about the *project*, which may focus more narrowly. (500 characters)

4.7 In which counties will services be provided through this project?
The project's geographic focus may be narrower than your organization's usual focus.

4.8 What population will your *project* serve?
You answered a similar question in connection with your organization. Here we are asking about the *project*, which may be focused more narrowly. We are looking for details such as age range, gender, ethnicity, income level, etc. If you serve the general population, simply note, "General population." (1,000 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. If this question is not applicable or you already described the disparities, feel free to say so. (800 characters)

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. (Drop-down menu)

4.11 Project budget snapshot

Project Budget	
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

We use this application form for programmatic expansion, capacity building and capital projects. This means some of the questions will be an awkward fit for you. Do the best you can and if a question simply does not fit your project, feel free to say so.

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.
(1,200 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?
(2,000 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 **How does this project build on the strengths of the population to be served?** The philanthropic and nonprofit sectors tend to focus on a population's deficits. With this question we are giving you an opportunity to instead highlight the population's 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. (We encourage you to upload letters of support from your partners – see section 8 of application.)
(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.
(1,200 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?** And what are you plans for securing the balance?
(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.
You may not have audited financial statements, but we would like to see yours if you do.

8.6 Additional project information: graphic, schematic or timeline.

8.7 Letters of support related to the project. If using a fiscal sponsor, please include a letter from the fiscal sponsor, indicating their agreement to serve in this role. And it is helpful to include letters of support from partner organizations, detailing the role they will play.

8.8 **501(c)(3) tax-exemption letter from the IRS**