

## Oregon Parks Foundation Fund Online Application

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).

MyOCF online grants portal: <https://ocf.iphiview.com/ocf/LogIn/tabid/444/Default.aspx>

The application questions are organized into six 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 Narrative Questions**

Section 6: **Documents to Upload**

## 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 I: 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 **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)

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

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

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

Project Totals	
Total project budget	
Total amount requested	

## SECTION 5: PROJECT NARRATIVE QUESTIONS

**Tell us about your track record and highlight two or three key accomplishments that best define your organization.** (1,000 characters)

**What need does your project address or what organizational capacity do you hope to build?** (1,200 characters)

**What will success look like?** How will you measure or document project success or impact? Please outline your evaluation plan. (1,500 characters)

**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)

**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)

## SECTION 6: DOCUMENTS TO UPLOAD BEFORE SUBMITTING YOUR APPLICATION

**Project Budget**, detailing both projected revenue and expenditures

**Current Financial Statement**, if available, or end-of-year financial statements for last year

**Additional Project Info** (optional), could include a project graphic, photos, schematic or timeline

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