FOUR WAY COMMUNITY FOUNDATION

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GRANT APPLICATION GUIDELINES

Please follow these guidelines in preparing your grant application. Applications must be mailed to the post office box above and received by April 1, 2018. Notifications of approval or denial will be mailed in early June.

I. Eligibility: Applicant organizations must have current tax-exempt status under the Internal Revenue Code.

II. Geographical focus of project must benefit residents of **Josephine** and western **Jackson** counties (Rogue River, Applegate/Ruch, Gold Hill).

III. Organization must not be delinquent in filing final reports for previous grants from the foundation.

IV. If organization has received three consecutive recent years of grant awards, it must sit out one year.

V. Exclusions: The foundation does not consider funding requests for:
    A.   Emergency funding, political purposes, debt retirement or operating deficits
    B.   General operating expenses, staff salary support, endowments or general fund drives
    C.   Organizations relying on direct federal or local tax dollars for their principal support unless there's
        A need for innovative or unusual programs for which direct public funding is not available
    D.   Sectarian religious purposes (does not preclude consideration for education, medical or social
        service programs undertaken by church affiliated agencies)

IV. The Foundation will give careful consideration to:
    A. The composition and commitment of the organization's Board of Directors
    B. The organization's management credentials and fiscal integrity
    C. The extent of local support and volunteer involvement
    D. The ability of the project to become self-supporting following initial funding

V. Preferred types of projects are those which:
    A. Favor "Matching dollar" grants for non-recurring capital projects with significant community impact
    B. Seek to provide needed facilities or services for which other funds are either insufficient or
        unavailable, and for which the Foundation's contribution would make a difference
    C. Are designed to coordinate or consolidate community services in an effort to eliminate duplication,
        increase efficiency and reduce expense
    D. Would contribute to the cultural, economic, educational or social betterment of our community by
        focusing on the cause of the problem rather than its effect
    E. There are no minimums for requests, but our maximum dollar awards are usually $10,000
    F. Schools, public and private, and other non-profits are limited to one grant per school or organization
    G. Grantees that are funded are required to complete projects, and submit reports within one year,
        generally June of the year following an award. See website for Grantee Report Form

VI. All grant applications must be accompanied by the following documents, in the order presented:
    A.   Referencing the following **item numbers 1 through 4**, write a brief cover letter describing:
        1.   The proposed project, including the total cost and the amount requested from the Foundation.
        2.   The specific objectives for the use of the funds and a summary of the significance of the project
            to our community in terms of services provided and problems solved
        3.   How the need for this project was determined and the degree of community support
        4.   Your organization's objectives and the importance to our community
    B. The project budget (summary only)
    C. The organization's current financial statement (summary only)
    D. The organization's budget (summary only)
    E. List of officers and board members including mailing and email addresses
    F. A copy of your organization's Internal Revenue Service 501(c) (3) tax exemption document or other
        status making individual donations tax exempt under the IRS rulings

Grantees are encouraged to submit reports upon project completion. All reports are due to be submitted by June 1, 2019. However, waiting until June may preclude you from being eligible for the next year's grant cycle as our deadline for applications is April 1. (See our website for Grantee Report Form)