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*The Four Way Community Foundation is local and responsive. Applicants should not hesitate to call with questions. Your success is our success.*

## **GRANT APPLICATION GUIDELINES** updated January 2019

Please follow these guidelines in preparing your grant application. Applications must be **mailed** to the post office box above and **received by** April 1. We appreciate electronic copies for our convenience. Notifications of approval or denial will be mailed in early June.

### **The Four Way Foundation may fund:**

- From our *General grant fund*: **Capital** projects (tables, chairs, computers, ramps, building renovations, etc.) up to \$10,000, for **tax-exempt organizations** serving the residents of **Josephine County and/or western Jackson County** (i.e. Applegate, Ruch, Gold Hill and Rogue River.) If you are uncertain if your request qualifies as “capital,” call us.
- The *Rose Douglas Fund* may also grant for **operational and staffing expenses**, only for tax-exempt organizations **serving the intellectually disabled**. (See website for definitions.)

### **The Four Way Foundation will NOT fund:**

- Projects for organizations that discriminate against individuals protected by our nondiscrimination policy. (See below.)
- Projects outside our geographic service area.
- Emergency funding, political purposes, debt retirement or operating deficits.
- General operating expenses, staff salary support (see Rose Douglas fund, above, for exceptions,) endowments, or fund drives.
- Religious activities (does not preclude funding for education or social service programs administered by religious organizations which do not practice discrimination. See policy below.)
- Organizations relying on direct federal or local tax dollars for their principal support, *unless there is a need for innovative or unusual programs for which direct public funding is not available.*

### **The Four Way Foundation will consider:**

- The composition and commitment of the organization's Board of Directors.
- The organization's reputation, management credentials, and fiscal integrity.
- The extent of local support, volunteer involvement, matching funds, and in-kind support.

**The Four Way Foundation *prefers* projects which:**

- Are non-recurring capital projects with significant community impact.
- Would contribute to the cultural, economic, educational, or social betterment of our community.
- Have "matching dollar" amounts, in-kind support, or a match from the organization.
- Seek to provide needed facilities or services for which other funds are insufficient or unavailable, and for which the Foundation's contribution would make a significant difference.
- Are designed to coordinate or consolidate community services in an effort to eliminate duplication, increase efficiency, and reduce expense.

**Please note:**

- There are no minimum grant amounts, but grants seldom exceed \$10,000.
- Grantees that are funded three years in a row must "sit out" one year.
- Organizations and schools are limited to one grant per year per grant fund. (Occasionally an organization may receive both a general fund grant and a Rose Douglas grant in the same year.)
- Projects should be completed, and reports submitted, within one year of funding.
- Although grant reports are due June 1 of the following year, organizations may wish to file their grant reports by April 1 to be eligible for funding in the next year's grant cycle.

**GRANT DOCUMENTATION REQUIREMENTS:**

**Please mail AND email these documents. Applications **MUST** be received in our Post Office Box (or hand-delivered to our office by prior appointment) by April 1. *Email-only submissions are not considered complete!***

Please submit:

1. A brief cover letter explaining what your organization does, whom it serves and where, what the project is, whom it will serve, why it is needed, what community support exists for the project, the expected project outcomes, what it will cost overall, and how much is being requested from the Four Way Foundation.
2. Completed grant application form (on website.)
3. A summary of the project's overall budget

4. Your organization's current financial statement
5. List of Board members and board officers, including mailing and email addresses.
6. IRS 501 (c) 3 tax exemption document or other proof of tax exemption status.
7. Proof that your organization's board is aware of and in support of the project and the grant application. (See below.)
8. A copy of your organization's nondiscrimination policy. (See below.)

**Proof of board support and nondiscrimination policy details:**

**Grantee Board Approval Requirement NEW as of 2019**

Accepting grant funds obligates an organization to fulfill the funded project or return the granted monies. Therefore, the Four Way Community Foundation **requires** that an organization's board of directors be fully aware of the obligation made. Before we will consider any grant request, we require proof of your board's approval. The proof may take one of two forms:

1. Board meeting minutes demonstrating that a motion has been passed indicating approval for the grant application and naming Four Way, the project's general purpose, and the requested amount.
2. A letter on the organization's letterhead from the board president and treasurer (or equivalent positions) stating that the board is aware of and in support of the grant request to Four Way and stating the general purpose of the project and the requested amount, signed by those two board officers.

**Non-discrimination Policy Requirement: NEW as of 2019**

In May of 2018, the Four Way board passed the following grant guideline:

The Four Way Community Foundation makes grants only to organizations that do not discriminate in any of their activities or operations based on race, color, religion, sex, sexual orientation, gender identity, national origin, marital status, age, disability veteran status or familial status. **Applicants must submit a non-discrimination policy that is consistent with these guidelines.**

**Note:** Please contact us if you need advice or assistance with regard to this requirement, for instance, if your board is actively developing such a policy but it will not be complete and adopted by April 1. In such cases, *for 2019*, we may consider grants accompanied by board minutes or a board letter demonstrating that such a policy is in the adoption process.