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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.*

**Note added March 19, 2020:** Our physical office is CLOSED during the current crisis. WE WILL BE ACCEPTING SUBMISSIONS BY EMAIL. THE DEADLINE FOR ELECTRONIC SUBMISSIONS REMAINS 5 PM APRIL 1.

We do need the paper packet mailed to us as well, but DO NOT USE certified or registered mail! (No one is waiting in a line at the Post Office!) Paper copies may arrive after the deadline this year.

Thank you, and stay well.

## **GRANT APPLICATION GUIDELINES** updated January 2020

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

- From our *Community Grants 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,” or not sure if you are within our service area, 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 and Rose Douglas guidelines for definitions.)

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

- Organizations that discriminate against individuals protected by our nondiscrimination policy. (See below.)
- Projects outside our geographic service area, which is Josephine County, Oregon, and western Jackson County, Oregon, generally west of 122 degrees of longitude. The board may occasionally make an exception.
- Funding for emergencies, political purposes, debt, or operating deficits.
- General operating expenses, staff salary support (see Rose Douglas fund 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.
- (For Rose Douglas grants) enrich the lives, safety, health, inclusion, education, or enjoyment of persons with intellectual disabilities.

**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 community 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.

**This section is suspended during the 2020 crisis:**

We appreciate electronic copies for our convenience, but paper applications must be **mailed** to the post office box above and **received by** April 1. Use adequate postage! **Please do not use registered or certified mail** because that requires someone to stand in a long line at the Post Office to get your packet during a very busy time for us, and we really prefer not to. Submissions have been delayed due to inadequate postage, but none has ever been lost in the mail. You may drop off your packet at our offices at 939 SE 8th Street, Grants Pass.

If we have a question or are missing a piece of your grant, we can call you to fix it **ONLY** if there is time before the deadline. Therefore, we encourage submissions at least a week ahead if possible. Notifications of approval or denial will be mailed no

later than early June. Funds are sent in June. Project completion reports are due the following June. If funded last year, the report must be in by the new grant deadline!

## **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 of that cost is being requested from the Four Way Community Foundation.
2. Completed grant application form(s) (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. This may be minutes of a board meeting demonstrating that a motion was passed in support of the grant request, OR, a letter signed by TWO board *officers* approving the grant request.
8. A copy of your organization's nondiscrimination policy. (See below.)

### **Non-discrimination Policy Requirement:**

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, adopted by their organization, consistent with these guidelines.**

We require that the organizations we fund make it explicitly clear that they practice non-discrimination. *As one example*, the Four Way Community Foundation is not the right funder for groups that require that their employees or volunteers sign a statement of adherence to a particular faith or political party. If you wish to check on other examples, or are uncertain of the compliance of your organization's policy with this guideline, call us.