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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 2022

Please read all of this and our FAQ's!

### **The Four Way Community 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. **Community Grants application deadline is April 1.**
- The *Rose Douglas Fund* may also grant for **operational and staffing expenses**, for tax-exempt organizations **servicing the intellectually/developmentally disabled in Josephine County only.** (See website and Rose Douglas guidelines for definitions.) **Rose Douglas Grants deadline is March 1.**
- Occasionally we may offer special grant programs or pass-through funding opportunities that may have different guidelines specific to those RFP's.

### **The Four Way Community 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, within the 123 segment of longitude. The board may occasionally make an exception for organizations headquartered outside our service area doing projects which **primarily** serve our residents.
- 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.*

### **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.**

Note:

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. If our board has reason to believe that your organization is not actually abiding by this policy, we will ask you, your partner organizations, and your clients very specific questions about your services. We reserve the right to deny funding to groups that are not living this policy.

### **The Four Way Community 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, project matching funds, and in-kind support for your project.
- The percentage of clients served who reside within our service area, and how those clients are reached.

### **The Four Way Community 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 some "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/developmental 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 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 that year’s grant cycle.

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 emailed no later than early June. Funds are sent in June. Project completion reports are due the following June. If funded last year, that **report** must be in by the new grant deadline!

**GRANT DOCUMENTATION REQUIREMENTS:**

**Email** these documents to [fourwaycommfdn@gmail.com](mailto:fourwaycommfdn@gmail.com). Application window opens February 1 and packets **MUST** be received by 5 pm April 1.

**We prefer to receive a single pdf, arranged in the order seen below. Please title your submission with the name of your organization (not ours!) If your tech does not allow for a single pdf, and you cannot get help from your library to achieve this, we will accept separate pdf’s, but, please try.**

Please include in your submission:

1. Completed grant application form(s) (on website.) (For Rose Douglas use BOTH forms.)
2. 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.
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.