

GRANT DEVELOPMENT

PURPOSE

Grants from non-profit organizations are a major source of funding to help the GCC accomplish its goals. These policies and procedures ensure that all grant applications have the desired scope, include all critical details, and are delivered to the granting organization before the submission deadline date.

POLICIES

1. The Board of Directors shall decide when the Club will seek grant funding for a project.
2. When the need for a grant is anticipated, the Board shall appoint a Grant Committee.
3. The Board of Directors shall ensure that the Grant Committee is provided with all information necessary to write the grant application for a project.
4. The Grant Committee shall gather information about granting organizations and oversee preparation of the grant application.
5. A grant application must be approved by the Board of Directors before it is submitted to the granting organization.¹

PROCEDURES

1. The Board of Directors provides information about the project to the Grant Committee. If the project was submitted for bids, then the complete project plan and the chosen bid shall be included in the package.
2. The Grant Committee reviews information about granting organizations, their application requirements and timelines in the Granting Organizations table (Attachment 1). The committee gathers current information. If the table needs updating, information is given to the Secretary who revises the table.
3. The Grant Committee reviews the project information and recommends to the Board how much to request and from which granting organization(s). The Board makes the final decision.
4. The Grant Committee appoints a member to draft the grant application in the desired format of the granting organization. Each committee member reviews the completed draft.
5. The Grant Committee provides copies of the draft grant application to each director far enough in advance of the submission deadline to allow time for review and changes. A cover sheet is attached to the application (Attachment 2). The section for “Committee Comments” is the recommendation of the committee to the board. Each committee member signs the cover sheet and can provide additional comments, including dissension.
6. The Board of Directors discusses the draft application and votes to take one of four actions:
 - Approve the draft as submitted;
 - Approve the draft if rewritten with specified changes;
 - Return the draft to the Grant Committee with additional instructions for how to proceed;
 - Decide not to apply for a grant for this project.
7. The Grant Committee follows the Board’s instructions, revising and submitting the application.
8. The Grant Committee keeps the board and membership informed of all communications with the granting organization.
9. The Secretary writes a letter of thanks to each granting organization to which the club has applied, regardless of whether or not funds were granted.
10. Upon expenditure of the funds or completion of the project, the Grant Committee prepares the final report to the granting organization.

1. Minutes, board meeting 3-18-2009.

ATTACHMENT 1

GRANTING ORGANIZATIONS

Funding Organization	Details (as of 10-2013)	Previous GCC Grants
Cow Creek Umpqua Indian Foundation www.cowcreekfoundation.org/ grant-information/how-to-apply	Apply: online only Deadline: 3/1 & 9/1 Decision: 12-16 wks later	2005: \$5000 dishwasher 2007: \$10,000 floors 2010: \$10,000 foundation
Ford Family Foundation www.tfff.org/Grants/GrantApplication/ tabid/86/Default.aspx	Apply: online only Deadline: none; year-round 2-step process: Pre-application; invitations issued weekly for full application Decision: quarterly	2003: strategic planning 2007: \$19,000 floors
C. Giles Hunt Charitable Trust Wells Fargo Bank, trustee P.O. Box 609 Eugene, OR 97440 800-352-0626	Apply: Jan & Feb Deadline: postmark 2/28 Decision: May	1985: \$3200 handicapped access, acoustic ceiling 1986: \$5000 restrooms, front steps 1987: \$5000 kitchen, entry 1988: \$7500 stage, heating, parking 1989: \$4000 doors, paving, flue, misc. 1990: \$2000 misc. projects 2006: \$5000 roof 2010: \$24,060 foundation
Meyer Memorial Trust www.mmt.org/grants	See specific type of grant below	
Grassroots Grants (to \$40,000)	Apply: online only Deadlines: 3/15, 7/15, 10/15 Decision: June, Oct, Feb	2010: \$9925 foundation
Responsive Grants (\$40,000-\$300,000)	Apply: online only Deadline: 25th of each month 2-step process: Initial inquiries; invitations issued within 60 days for full proposals Decision: monthly; full process takes 5-7 months	
Emergency Grants	Apply: email Deadline: none Decision: 45 days	

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GRANTING ORGANIZATIONS

Funding Organization	Details (as of 10-2013)	Previous GCC Grants
Oregon Community Foundation – Ben Serafin Fund www.oregoncf.org/grants-scholarships/grants/ocf-funds/ben-serafin-fund	Apply: by mail during July Deadline: August 1 Decision: November	2006: \$15,000 roof (as Fall Creek Ranch Foundation) 2008: \$8000 stage, windows 2010: \$15,000 foundation
Oregon Community Foundation – Crane Creek Family Fund www.oregoncf.org (not specifically listed) Joan Kerns Oregon Community Foundation 440 E. Broadway Suite 160 Eugene, OR 97401 541-431-7099	Apply: by mail; modify other online OCR grant forms Deadline: none	
Oregon Community Foundation – Douglas Community Fund www.oregoncf.org/grants-scholarships/grants/ocf-funds/douglas-community-fund	Apply: by mail Deadline: February 1 Decision: May	
Three Rivers Foundation www.threeriversfoundation.org/page/147/how-apply	Apply: online Deadline: check website Decision: check website	

ATTACHMENT 2

**GRANT APPLICATION
for Board of Directors review
COVER SHEET**

Project Name: _____

Granting Organization: _____

Grant \$ Requested: _____ Application Deadline Date: _____

Application Prepared By: _____

Committee Comments:

Committee Members:

Name:	Signature:
Comments:	
Name:	Signature:
Comments:	
Name:	Signature:
Comments:	
Name:	Signature:
Comments:	