



Oregon State Grange Matching Grant Program

*For the grant cycle opening July 1st
Final Application deadline: September 15th*

Before filling out a project application:

- **Read and follow the Oregon State Grange Matching Grant Program Guidelines.**

Also, please remember the following:

1. Deadlines are firm and late applications will not be accepted:
 - **Final applications** – Original application must be submitted by September 15th.

Submit to:

Oregon State Grange Master
Oregon State Grange
643 Union St. NE
Salem, OR 97301

2. The application provided must be used and submitted complete. Incomplete applications will not be considered for funding. Application components include:
 - Project Information Page
 - Project Narrative
 - Attachments:
 - Project Schedule
 - Project Budget
 - Match Pledge Form
 - Attachments - may also include the following:
 - ⇒ location/site map
 - ⇒ documentation of donated cash or professional services
 - ⇒ documentation of estimates for purchases greater than \$5,000
 - ⇒ documentation of professional qualifications to justify professional rates
3. Staple the application materials together, in order. Do not bind or enclose in any folder. Double-sided copies are preferred. Attachments must be 8.5 x 11. Do not include loose photos, flyers, oversize documents, etc.
4. For final applications, submit one original application.



AMERICAN VALUES.
HARDWORK. FAITH.

Oregon State Grange Matching Grant Program

Date Received: _____

| Project Identification Information | |
|---|--|
| Grange Name: | |
| Grange Address: | |
| Briefly describe the project in 50 words or fewer: | |

| Applicant Information | | | |
|---|--|-------------------|--|
| Grange Master: | | | |
| Project Contact: | | | |
| Mailing Address: | | | |
| Day Phone: | | Email: | |
| The signatory below declares that s/he is authorized to act on behalf of the Grange, assures that a majority vote of the membership has authorized this project, and assures that any funds received will be used only for purposes set forth herein. | | | |
| Name: | | Signature: | |
| Address: | | Phone: | |

| Project Funding Request | |
|---|----|
| Grant funds requested: | \$ |
| Value of Grange match (must be equivalent to request, at minimum): | \$ |
| Total project value: | \$ |



Oregon State Grange Matching Grant Application

Project Narrative

In no more than 4 pages, using no smaller than 11 point font, please provide responses to the following questions. Grant reviewers respond best to clear, concise narrative.

Project Description and Grange Benefit

- What do you want to do and why do you want to do it?
- Does the project meet a need that increases your standing in the neighborhood?
- How will it contribute to neighborhood identity, foster a sense of community and strengthen relationships?
- What is the lasting impact of your project on the Grange and the neighborhood?

Project Readiness

- Who will handle the project accounting? If other than applicant, please identify and provide contact information.
- Briefly discuss your project budget and schedule.
- For physical improvements, how will long-term maintenance costs be addressed?
- Identify permits, fees and insurance requirements, if applicable, and how you plan to address them.
- Discuss qualifications of those providing professional services (documentation of professional qualifications must be provided to justify professional rates)

Sustainability Values

- Describe how your Grange will benefit from the project. How does this project contribute to your neighborhood and/or community safety, and building community relationships?
- Discuss how the project contributes to community goals of environmental health and sustainability.

Grange Match

- Briefly discuss how you have met or exceeded the program's match requirement.

Project Budget

- Get estimates from more than one reliable source.
- All construction projects must include a 15% contingency.
- Items considered for the match (section C) must be documented.
- Column B must match the total of the three columns In C-Grange Match. Column D is to be used for additional monies not being used to match the funds of the OSG

| A | B | C - Grange Match | | | D | E |
|---|---------------|--------------------------------|--|------|--------------------------------------|----------------------------|
| Item Description | Grant Request | Volunteer Time (\$22.14/hr) | In-Kind Contributions (supplies, materials or services) | Cash | Other Sources (Not included w/match) | Total Project (B+C+D=E) |
| Personnel | | | | | | |
| | | | | | | |
| | | | | | | |
| Subtotal | | | | | | |
| Supplies & Materials | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Subtotal | | | | | | |
| Services | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Subtotal | | | | | | |
| Other Items: | | | | | | |
| Insurance | | | | | | |
| Permits | | | | | | |
| Contingency for all construction projects- 15% | | | | | | |
| Other | | | | | | |
| | | | | | | |
| Subtotal | | | | | | |
| | | | | | | |
| GRAND TOTAL | | | | | | |

Attachments