



Helpful Hints

1) What constitutes a “match”?

A match may be dollars the Grange has raised, volunteer hours for the project (i.e.: doing part of the work, feeding the work crew, rounding up the materials), or in-kind donations. Materials donated by a member, or a contractor’s donation of labor. Materials will be valued at their normal cost, volunteer hours at \$25.43/hour per the estimated national value of each volunteer hour provided by Independent Sector.

2) Can we match this grant with one from another source?

No, however if you receive a grant from another source you could include it as an overall total to fund your project. Example is that you need \$15,000.00 to put up new siding on your building, you have \$5,000.00 from the OSG, \$5,000.00 in matching funds or volunteer hours, or materials, and you receive \$5,000.00 in a grant from an outside source.

3) What gives the State Grange the ability to make these grants?

The by-laws of the State and National Grange state that the assets of a Grange who goes dormant will be held in trust for the possible reorganization of that Grange for a period of seven (7) years. In the event that Grange is not reorganized within the seven years the property and assets shall become the property of the State Grange for use in several different ways including the making additions and/or improvements to real property. The Executive Committee sees this as a way to get that money back out to our Community Granges to be used in a way that will benefit all.

4) If we currently have a loan from the Oregon State Grange may we apply for a grant to pay it off?

No.

5) If we do not own our own hall may we apply for a grant?

Yes, as long as you can provide written documentation that the owner of the building authorizes the work proposed by the grant application. Grant applications for work on a building owned by someone else may not receive priority for funding however. Projects on buildings leased on short term leases are not likely to be funded.

6) The program information suggests that this is to encourage Grange members to work toward the benefit of their hall, but our project is something that requires a contractor, do we still qualify?

Yes, the committee understands that not every project can be completed by the members. However, a way to inform the grant committee of the members participation is to include a description of the fundraising that went on to raise the money you used to match. This can show as much engagement as the actual project to be completed. Make sure that the fundraising activities are described in your narrative.

7) If the work is not completed within one year can we receive an extension?

Generally speaking, the answer is yes. It would depend on the circumstances of course, but if every effort has been made to finish in the year allotted, and if reports have been completed on time and proper documentation has been submitted verifying the cause of the hold up, we will allow extensions.

8) What happens if the scope of the project changes and becomes larger than the original scope of the awarded grant?

The grant will stay within the original terms of the award. We encourage any Grange who is submitting a grant request to thoroughly do their homework on what is needed and to take into consideration possible changes – such as running into termites, mold, etc. The State Grange does also have a loan program that may be helpful in the event of a totally unforeseen situation.

9) May we apply for a second grant before the first is completed?

Yes – within the grant period. Making the second grant available at end of the year of your first grant. Please note that the Grant Committee may award to a first time applicant rather than making a second award to a Grange that has already been a recipient of the program.

10) May we apply for a second grant at some point in the future, once the first grant has been completed?

You may apply for a second grant, but please note that the Grant Committee may award to first time applicant rather than making a second award to a Grange that has already been a recipient of the program.

11) Will we need a building permit in order to work on our hall?

The grant application requests information on permits, insurance, etc. and some requirements will be determined by your county. You will need to comply with all city, county or state regulations. Also, you will need to recognize that inspectors may find other issues that could need to be corrected before moving forward, so when working through your request try to take into consideration any other possible issues that may arise through the inspection process.

Remember, the overall goal of the Oregon State Grange is to help the Community Granges repair and maintain their halls in a good condition. Our hope is that with this grant, your members and the community will work together to raise the awareness of the Grange.

Lessons Learned from Former Grant Recipients

- 1) **Do your due diligence regarding permitting, zoning, etc. before submitting the grant application. Get permits before starting the work. Make sure that you have checked laws before making any changes to the building or the property.**
- 2) If you are the project manager do a good job of delegating the individual tasks. Make sure you have a good record keeper.
- 3) Look to the time of year that your members will be able to participate and schedule around that as much as possible.
- 4) Make sure that the steps are spread out enough to allow for the completion of one step before the next is scheduled.
- 5) Recognize that your hall may be used for rentals and that you may have to schedule around them. Perhaps ask the renters (if they take a day each weekend) to allow you to have a couple of weekends uninterrupted to take care of the work – they may even lend a hand!
- 6) It will take more time for the prep than for the painting and many times more items will come up in the preparation that you did not budget for.
- 7) Be careful in pricing items – at times there is a difference depending on the time of year you are doing the purchasing.
- 8) Keep members engaged in the process by explaining each step and keeping them informed throughout the process. Some people may end up contributing more due to skills, others can always provide clean-up support, or meals for the workers!

Other benefits (Quotes from Grange Reports)

“Done is better than perfect. Have Fun! Which we did.”

“Overall the teamwork, fundraising, project management, and execution of the project were a huge success”

“Replacing the doors and frames has helped in controlling the heating and cooling bills and better pest control”

“Good comments on the improvements on the ramp” “Customer from another organization offered to pay for the cement used in the ramp”

“Money was left in the budget to put on the commemorative dinner party in order to honor those who have helped in the process.”

Celebrate your success!