# Project and Applicant Information Page

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 <u>no more than 4 pages</u>, using no smaller than 11 point font, please provide responses to the following questions. Grant reviewers respond best to clear, concise narrative. Please respond to the following numbered questions.**

**Project Description**

1. What do you want to do and why do you want to do it?

**Project Readiness**

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

**Grange and Community Benefits**

1. Describe how your Grange will benefit from the project. How does this project contribute to your neighborhood and/or community, and will it help build community relationships?
2. Does the project meet a need that increases your standing in the neighborhood?

**Grange Match**

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

# Explanation for the Project Budget Section.

There has been some confusion on the Project Budget section of the application.

In Column B divide the money you are requesting into categories, such as Labor, Supplies and Materials, Contractors, etc. The Grand Total will equal your request.

Column C (Grange Match) is to reflect how you plan to match the grant by showing the value of volunteer hours, in-kind contributions, and cash for each category. The total of C columns should match or be more than the total of column B.

| A | B | C - Grange Match | | |
|---|---|---|---|---|
| **Item Description** | **Grant Request** | **Volunteer Time** ($25.43/hr) | **In-Kind Contributions** (supplies, materials or services) | **Cash** |
| **Labor** | | | | |
| Prep work – taping windows, | $500.00 | $$508.60 | | |
| Etc. | | 4 people-5 hrs ea | | |
| **Subtotal** | | | | |
| **Supplies & Materials** | | | | |
| Painting Supplies | $2,000.00 | | $1,000.00 | $1,000.00 |
| | | | Member donated paint | |
| | | | & supplies | |
| **Subtotal** | | | | |
| **Contractors** | | | | |
| Actual Painting | $2,500.00 | | | $2,500.00 |
| | | | | |
| **Subtotal** | | | | |
| **Other Items:** | | | | |
| Insurance | | | | |
| Permits | | | | |
| Other | | | | |
| | | | | |
| **Subtotal** | | | | |
| | | | | |
| **GRAND TOTAL** | $5,000.00 | $508.60 | $1,000.00 | $3,500.00 |

You will use Column D only if your need is greater than $10,000 ($5,000 from the State and $5,000 from the Subordinate Grange). For example, suppose your need is $15,000 and you request $5,000 from the State Grange in column B and your match in column C is 45 hours of volunteer time or $996.30, In kind Contributions valued at $2,000.00 for materials and $2,003.70 in cash, and finally in Column D you may have $5,000 from a grant you received from another source. In this scenario the Grand Totals of Column B and Column C would each show $5,000 and Column D would provide the final $5,000 needed to complete the Total Project of $15,000.

## 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 on the Match Pledge Form..
- 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 such as additional grants.

| A | B | C - Grange Match | | | D | E |
|---|---|---|---|---|---|---|
| **Item Description** | **Grant Request** | **Volunteer Time** ($25.43/hr) | **In-Kind Contributions** (supplies, materials or services) | **Cash** | **Other Sources** (Not included w/match) | **Total Project** (B+C+D=E) |
| **Labor** | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| **Subtotal** | | | | | | |
| **Supplies & Materials** | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| **Subtotal** | | | | | | |
| **Contractors** | | | | | | |
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| | | | | | | |
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| | | | | | | |
| **Subtotal** | | | | | | |
| **Other Items:** | | | | | | |
| Insurance | | | | | | |
| Permits | | | | | | |
| | | | | | | |
| Other | | | | | | |
| | | | | | | |
| **Subtotal** | | | | | | |
| | | | | | | |
| **GRAND TOTAL** | | | | | | |

## Project Schedule

2. List in chronological order specific steps you will take to carry out this project.
3. Identify who will be primarily responsible for each step or activity.
4. Estimate the month and year the step or activity will be completed.
5. Projects should be completed within one year of the signed agreement with the Oregon State Grange.

| Step or Activity | Person/Group Responsible | Estimated Completion Date | Date Completed |
|---|---|---|---|
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## Match Pledge Form

- The project budget must include an amount of cash, in-kind donations, or volunteer time (or a combination of all three) equal to or greater than the grant request.
- Volunteer labor or professional services contributed before the grant is awarded cannot be counted toward the match.
- All volunteer labor is valued at $25.43 per hour.
- Donated materials or supplies are valued at their retail price.
- The donors of professional services must also document the value of their contributions on official letterhead. Professional services are valued at their customary retail value.
- The Match Pledge Form provided must be used to document all volunteer labor and donated cash, materials or supplies or discounts on materials and supplies. **Use the form to collect pledges, making sure you have the appropriate signatures**. A project coordinator or other method of engaging volunteers may be desirable depending on the project.

| **Name of Grange:** | | | |
|---|---|---|---|
| The individuals, businesses, or organizations listed below commit to donate volunteer time, materials, services or cash for the project | | | |
| **Name/Address/Phone** | **Signature** | **Description of Donation or Volunteer Role** (include # hrs. pledged) | **Value of Item or Hours** |
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## Attachments