



Matching Grant Program

The By-laws of the National Grange and the Oregon State Grange require that assets from a Dormant Grange must be held in trust by the State Grange for a period of not less than seven years for the purpose of reorganization of that Grange. Should it not be possible in that seven year period to reorganize that Grange, the Oregon State Grange By-Laws require that those assets pass into another restricted fund and can only be used for specific purposes as described in section 4.17.6 of the Oregon State Grange By-laws. This grant program falls within those guidelines and the grants to Community/Subordinate Granges will come from that fund.

This program has several objectives:

- 1) To allow Subordinate/Community Granges to access needed funds for hall improvement.
- 2) To give the Grange a better standing in the neighborhood.
- 3) To encourage members to work toward the betterment of their Grange hall.

In carrying out these objectives this program is set up with a couple of specific goals:

- 1) That the money granted be in the form of a “matching grant” to engage the entire membership of the applying Grange.
- 2) That the purpose of the grant, first and foremost, be to enhance the appearance and/or improve the functionality and raise the profile of the Grange in the community.
- 3) Priority will be given to projects that address outward appearance **or** hall functionality.

Philosophy of the program:

- 1) In carrying out the goals of this program we not only want for our Grange halls to look and function better for the community but we want to involve the members in the project and invite the community to also be involved in the project.

In order to grow and thrive Granges must constantly be taking in new members and must be seen as a vital part of the community. Encouraging prospective members to join an organization whose hall is in disrepair is not an easy task, but with a generally smaller membership in many Granges, as well as aging buildings this has become a reality. By making these funds available to Subordinate/Community Granges for the purpose of hall improvement they should accomplish two things, 1) Give the Grange a better outside appearance to the community and 2) Help with recruitment of new members. These funds can help with those two goals but the Subordinate/Community membership must also be engaged to make that happen, thus the reason for the “matching” grant. In order for this program to work and be successful the Grange receiving the grant must be willing to match the funds received with either dollars, in kind donations or volunteer labor.

The Executive Committee of the Oregon State Grange agrees that helping existing Granges, and by extension their Grange communities, is the best possible way to use the assets and honor the memory of former Granges.



*American Values.
Hometown Roots.*

Oregon State Grange Matching Grant Program

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

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 postmarked by March 1st

Submit to:

Oregon State Grange President
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 and Applicant Information Page
 - Project Narrative
 - Attachments:
 - Project Budget
 - Project Schedule
 - Match Pledge Form
 - Attachments - should also include the following if applicable:
 - ⇒ location/site map
 - ⇒ documentation of donated cash or professional services
 - ⇒ documentation of estimates for purchases
 - ⇒ documentation of professional qualifications to justify professional rates
 - ⇒ Photographs, any that are helpful in describing the work to be completed
3. Staple the application materials together, in order. Do not bind or enclose in any folder. **Single-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.



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 President:			
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. 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.

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						
Subtotal						
Other Items:						
Insurance						
Permits						
Other						
Subtotal						
GRAND TOTAL						

Attachments

Matching Grant Program Criteria

The Matching Grants are now being offered twice per calendar year. The first deadline will be March 1st, and \$35,000 will be offered (cap for each Grange still set at \$5,000.) The second application date will be September 1st and another \$35,000 will be offered at that time. Any unawarded grant money from March will be added to the \$35,000 to be awarded in September. This allows for a total of \$70,000 to be invested in our Community Granges in a calendar year.

Applications will be accepted January 1 – March 1 and July 1 through September 1. Grants will be awarded before May 31st (first application) or December 31st (second application). Work is to be completed within one year of the date grant is awarded.

A designated grant committee will review the grants and make their recommendations to the OSG Executive Committee. The OSG Executive Committee will have final authority over the awarding of the Grant.

At least 14 matching grants will be made available to Subordinate/Community Granges in one grant year. The total funds the Oregon State Grange has dedicated for each year is \$70,000. If the total of the 14 grants is under this figure, more grants may be considered as long as the total of all grants are within the \$70,000 cap for the year.

Projects must be approved by a vote of the Subordinate/Community Grange before any grant application is submitted. Minutes should reflect that a vote was taken and may be requested by the Grant Committee.

Individual Grant amounts will be capped at \$5,000 each, but requests for smaller amounts are welcome. Each grant allowed will be matched by the Grange receiving the grant with; matching dollars, in-kind donations, volunteer labor or a combination thereof.

A final report must be filed with the State President by or before the end of the award year (May 31st or December 31st). The final report form will be sent with the original acknowledgement of the awarding of the grant.

The Executive Committee hopes that by offering a spring and fall cycle to the grant process we will be better placed to help our Community Granges when they are facing emergencies. Feedback from the Grange listening sessions also encouraged us to offer the increased dollar amount so as to service more Granges in one year.

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. Some**

Granges have been surprised by the need for permits, or the job turned into a much larger scope than anticipated due to overlooked details.

- 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!
- 9) Designate someone to take pictures throughout the process. They will be great for your own information and important to send in with the final report to the State Grange.

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.”

“Possibly advertise a painting party for the community to become involved and offer dinner to those who attended.” “Several community members stopped by to mention how great the building was looking, and we had several inquires about using the hall since it looks so nice.”

“This is a great way for Grange members to work together for the betterment of their building and community.”

Celebrate your success!



*American Values.
Hometown Roots.*

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.

See next page for an explanation and example of the budget section.

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. **If the amount in column D is from a loan please give the details of the loan. If your project is over \$10,000 and you have not documented how you intend to pay for the portion over \$10,000 the grant committee may not consider your request.**