



# Oregon State Grange Matching Grant Application

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

## Before filling out a grant application

- Read and follow the program guidelines and criteria
- Review the “Lessons Learned and Helpful Hints”
- If you have questions, please reach out to the Oregon State Grange office to get an answer.

## Submitting a grant application

- The application provided must be used
- Incomplete applications will not be considered for funding
- Deadlines are firm and late applications will not be accepted
- Original applications must be postmarked or emailed (president@orgrange.org) by the deadline
- Mail to:

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

## Applications **require** the following components:

- ☐ 1. Project and Applicant Information
- ☐ 2. Project Narrative
- ☐ 3. Preparation and Project Schedule
- ☐ 4. Match Pledge Form
- ☐ 5. Project Budget
- ☐ 6. Attachments are **highly recommended** and should include the following where applicable:
  - ☐ Photographs - any that are helpful to describe the project
  - ☐ Location or site map
  - ☐ Documentation of fundraising efforts - flyers and announcements are great
  - ☐ Documentation of donated cash or professional services
  - ☐ Documentation of estimates for purchases
  - ☐ Documentation of professional qualifications to justify professional rates

## Important notes

- Staple the application material together, *in order*
- Do not bind or enclose applications in any folder
- Single-sided copies are strongly preferred
- All pages and attachments must be on standard 8.5 x 11 paper
- Submit one original application in its entirety



## Oregon State Grange Matching Grant Application

Date Received: \_\_\_\_\_

### PROJECT AND APPLICANT INFORMATION

Project Identification Information	
Grange Name:	
Grange Address:	
Briefly describe the project in 50 words or fewer (use program narrative for details):	

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

Project Funding Request	
Grant funds requested:	\$
Value of Grange match (must meet or exceed funds requested):	\$
Total project value (funds requested + Grange match):	\$

## PROJECT NARRATIVE

Here is where you describe the details of the project. Grant reviewers respond best to a clear and concise narrative. In **no more than 4 pages**, using no smaller than 11-point font, please provide responses to the following questions or statements:

**Please use these titles and answer these questions in this order.**

### **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 the 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 the applicant, please identify and provide contact information.

### **Grange and Community Benefits**

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

### **Grange Match**

1. Briefly describe how you have met or exceeded the program's match requirement.
  - a. A match may be comprised of:
    - i. dollars the Grange has raised – describe your fundraising and who was involved
    - ii. volunteer hours for the project – doing part of the work, feeding the work crew, rounding up materials
    - iii. in-kind donations – materials donated by a member, or a contractor's donation of labor
    - iv. or a combination of these three

### **Follow-up**

1. Who will submit your final report?

## PREPARATION AND PROJECT SCHEDULE

1. List in chronological order the specific steps you will take to carry out this project
  - a. Identify who will be primarily responsible for each step or activity
  - b. Estimate the month and year the step or activity will be completed
  - c. Include grant application progress (i.e., motion to approve applying for the grant, final report submission)
2. Projects are to be completed, and the final report submitted, in accordance with the signed agreement with the Oregon State Grange.

Step or Activity	Person or Group Responsible	Estimated Completion Date	Date Completed

## MATCH PLEDGE FORM

This form must be used to document all volunteer labor; donated cash, materials, or supplies; or discounts on materials and supplies.

Use the form to collect pledges with **complete information and appropriate signatures.**

A project coordinator or other method of engaging volunteers may be desirable depending on the project.

- Volunteer labor is valued at \$25.43 per hour and must be project-specific and not fundraising
- Donated materials or supplies are valued at their retail price
- The donors of professional services must document the value of their contributions on official letterhead (include as attachment). Professional services are valued at their customary retail value.

[illegible]

## PROJECT BUDGET SUMMARY

This form must be used to show your project budget. It explains what funds are budgeted to cover expenses (grant funds, Grange match, or other sources). Line items can be budgeted for by more than one funding source.

- **Grange match** (section C) and **other sources** (section D) should meet or exceed the **grant funds requested** (section B), and all three should be your **total project budget** (less contingency).
- Other sources are additional monies not being used to match the funds of the OSG Grant (i.e.: additional grants, loans, cash).
- If your project is over \$10,000 you must document how you intend to pay for the additional expenses (section D).
- All **construction projects must include a 15% contingency** and must be in your budget. Any insurance or permits required should be noted as line items. For professional services, it's recommended to get estimates from more than one reliable source.

[illegible]

## ATTACHMENTS

Attachments are highly recommended to depict the details of your project. They should include the following, where applicable:

- Photographs - any that are helpful to describe the project
- Location or site map
- Documentation of fundraising efforts - flyers and announcements are great
- Documentation of donated cash or professional services
- Documentation of estimates for purchases
- Documentation of professional qualifications to justify professional rates

All pages and attachments must be on standard 8.5 x 11 paper. Please do not include loose photographs or oversized documents.