



# Oregon State Grange Matching Grant Program



## FREQUENTLY ASKED QUESTIONS

**1. What constitutes a “match”?**

A match may be dollars the Grange has raised, volunteer hours for the project (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 the independent Sector. The applicant must include a statement confirming that any and all matching funds are immediately available and on hand for the project, along with documentation verifying the availability of such funds.

**2. Can this grant be matched with one from another source?**

No, however, if you receive a grant from another source, you can include it as an overall total to fund your project. Example: you need \$15,000 to put up new siding on your building, you have \$5,000 from the OSG Grant, \$5,000 in matching funds/volunteer hours/in-kind contributions, and you receive \$5,000 in a grant from an outside source.

**3. If we currently have a loan from the Oregon State Grange, may we apply for a grant to pay it off?**

No.

**4. Can this grant provide reimbursement for work that has already been completed?**

No, unless the work or professional services required were done in preparation for the grant application.

**5. If we do not own our Grange Hall, may we apply for a grant?**

Yes. if you can provide written documentation that the owner of the building authorizes the work proposed by the grant application. However, Grant applications for work on a building owned by someone else may not receive priority for funding. 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 member participation is to include a description of the fundraising for the money you use 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. Will we need a building permit 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.

**8. What happens if 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 have a loan program that may be helpful in the event of a totally unforeseen situation.

**9. If the work is not completed within one year, can we receive an extension?**

Generally speaking, the answer is yes, but it would depend on the circumstances of course. If every effort has been made to finish in the year allotted, and proper documentation has been submitted verifying the cause of the delay, we will allow extensions.

**10. May we apply for another grant?**

Yes, even if the first project is not completed. However, the grant committee may award a first-time applicant rather than making a second award to a Grange that has already been a recipient of the program.

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

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

## EXAMPLE OF PROJECT BUDGET SUMMARY

Section A: divide the money you are requesting into categories, such as labor, supplies and materials, contractors, etc. The total will equal your Grange match.

Section B: how do you plan to match the grant? Show the value of volunteer hours, in-kind contributions, and cash for each category. The total will be equal to or greater than the grant request.

Section C: use this column for the 15% contingency and/or if your need is greater than \$10,000 (\$5,000 from the State and \$5,000 from the Subordinate/Community Grange). **If the amount in section C 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.**

Example: suppose your need is \$15,000. You request \$5,000 from the State Grange in section A. Your match in section B is volunteer time valued at \$996, in-kind contributions valued at \$2,000, and \$2,004 in cash. In section C you may have \$5,000 from a grant you received from another source. In this scenario, the grand totals of section A and B would each show \$5,000 and section C would provide the final \$5,000 needed to complete the project for \$15,000.

To further help clarify how to use this sheet here is an example of a Grange that would like to paint the interior of the hall:

Which funding source is budgeted for item: grant funds, Grange match, other source, or combination?					
A - Description	A - Grant Funds	B - Grange Match			C - Other Sources
<i>what's your involved in your project (labor, materials, contractors, etc.)</i>	<i>what grant is funding, not to exceed \$5,000</i>	<b>Volunteer Time</b> <i>\$25.43/hour</i>	<b>In-Kind Contributions</b> <i>materials, services</i>	<b>Cash</b>	<i>additional to match</i>
Labor for prep work, 20 hours [4 people, 5 hours each]		\$508			
Painting supplies [\$1500 total]	\$1000			\$500	
Contractor for painting [\$3000 total]	\$1500		\$1000	\$500	
<i>Contingency, 15% of the total project [cash]</i>					\$752
<b>Subtotal of each funding source (column)</b>	<b>\$2500</b>	<b>\$508</b>	<b>\$1000</b>	<b>\$1000</b>	<b>\$752</b>
Add subtotals of section C + D for the <b>value of Grange match</b> (must meet or exceed funds requested):					<b>\$3260</b>
Subtotal of section B for <b>Grant funds requested</b> :					<b>\$2500</b>
<b>Total project budget</b> (Grange match + funds requested):					<b>\$5760</b>