

## Grant Guidelines



The Woodard Family the Cottage Grove Area remains Mr. and Mrs. Walter A. out of Dutee and Walter's personal charitable giving to Cottage Grove in the 1940's.

Foundation's commitment to steadfast. Founded in 1952 by Woodard, the foundation grew

Our family is proud that the foundation has played an important role in Cottage Grove and surrounding communities. Today, the foundation continues its original mission as a place-based general-purpose funder, accepting unsolicited submissions in a two-step process limited to N. Douglas and S. Lane County (Yoncalla to the south, Creswell to the north, Lorane to the west and also encompassing the Greater London and Dorena areas).

### APPLICATION PROCESS

The Board of Directors meets three times per year to consider grant requests. Letters of Initial inquiry and full proposals must be received by February 15, May 15 or August 15 to be acted upon at the Board meeting in April, July or October.

#### STEP ONE – LETTER OF INITIAL INQUIRY

Complete the one-page Letter of Initial Inquiry (LOI) application form to formally make a request for funding. This form introduces both the applicant organization and the proposed project or program to the Foundation. Alternatively, mail, fax or e-mail the one-page preliminary application form and accompanying letter to: Tyson Woodard, Foundation Administrator, 40 South 6<sup>th</sup> Street, Cottage Grove, Oregon 97424. The preliminary application is available on our website [link to Letter of Inquiry](#) (Document #006)

Within 7-days of its receipt, the Foundation will respond in writing confirming that the letter and form have been received and are ready for review at the next scheduled meeting of the Foundation Board of Directors.

Please note that on the letter of initial inquiry form, section 9 as identification of the overall nature of your inquiry. Most foundations favor making grants for specific projects because projects are easier to evaluate and the foundation can point with pride to specific successful projects.

We have broadened our acceptance to include general support grants and others that help to foster financial stability, allowing grant seekers to concentrate on the daily business of running the organizations instead of taking time to create new programs in order to get funding. But more importantly broader categories allow grant seekers to be forthright in asking for what you really need rather than for projects you think we will fund. As such, we ask that you identify which category below corresponds to your initial inquiry:

- **Project support:** to fund a specific new or existing project without-come(s) to be outlined in the formal proposal.
- **Seed money:** to launch a new organization (The money can be used for planning, staffing and/or operations.)
- **Emergency fund:** to allow our organization to respond to an immediate community emergency or to see our organization through a crisis.
- **General operating support:** to allow use of funds at our org's discretion, whether for administration, fundraising, overhead or stabilization.
- **Capital grants:** to help us finance construction or renovation of a building and/or to purchase land, equipment or a facility.
- **Endowments:** to help us gain financial stability by establishing or increasing the organizations' endowment, later using endowment income for general operating expenses.
- **Research:** to further research projects conducted by universities, medical intuitions, think tanks, etc. in which our originations' clients have a vested interest.
- **Collaborative grants:** to join with the like-minded funders to support large or complex projects that no one funder can undertake single-handedly.
- **Technical assistance:** to allow you to hire consultants/trainers to strengthen the organization's management, fundraising, board development, or leadership.
- **Matching / challenge grants:** to encourage support from other sources, whether dollar for dollar or a specified ratio and in support of a listing from the categories above.

## **STEP TWO** - INVITATION TO SUBMIT A FORMAL GRANT REQUEST

Within three days following the Board meeting and consideration of the letter of initial inquiry, Tyson Woodard or his designee will notify the contact person whether or not the

Board of Directors welcomes a formal grant application to be submitted. Full proposals can be emailed, US mailed, or hand delivered.

**NOTIFICATION IF LOI ACCEPTED OR TURNED DOWN:**

- On or before May 1
  
- On or before August 1
  
- On or before November 1

**IF ACCEPTED, DEADLINE FOR SUBMITTING A FULL PROPOSAL:**

- May 15
  
- August 15
  
- February 15

Grantees can submit a letter of inquiry and formal grant requests through downloadable forms available [here](#). Along with that form, we ask that you submit a 2-page application cover sheet with the following:

- a) A narrative proposal and/or letter of length adequate to help the Woodard Family Foundation understand your organization and grant request. Brevity is appreciated.
- b) 501©3 documentation from IRS.
- c) List of your Board of Directors
- d) Detailed budget for proposed project
- e) Statement describing financial condition of applicant organization to include last fiscal year, the current year-to-date and most recent audited report (if available). Submit one copy of these materials, single side printing, unstapled, on an 8" x 11" white paper, and photocopy ready to the Woodard Family Foundation at 40 South 6<sup>th</sup> Street, Cottage Grove, Oregon 97424

Optional: If you want to include additional supporting documentation such as newsletters, photographs, etc, please send seven.

Supplemental videos cannot be returned to the applicant.

This form must be completed and submitted, along with a cover letter of initial inquiry, by Feb 15, May 15 or August 15. If invited, a full proposal will be due by May 15, August 15 or Feb 15 (of the following year). (For example LOI in by February 15 will be reviewed during the April meeting and, if accepted, the full proposal will be due by May 15).

#### Guiding Principles

- Grants are made only to non-profit charitable organizations, which are tax exempt under Section 501(c)(3) of the Internal Revenue Code, or to public governmental units.
- The Foundation does not consider grants to individuals.
- Grants from the Foundation are usually awarded for one year only. For projects in those areas in which the Foundation has a special interest, multi-year funding may be considered.
- Only one grant application may be submitted in any twelve-month period. Every aspiring applicant must submit a letter of initial inquiry regardless of geographical qualifications.
- Applicants are welcome to discuss their proposals with the Foundation's staff either by telephone or in person. Upon receipt of the completed proposal, staff may request additional information or schedule a site visit.
- Board members will look for short and long-term goals and define measurable outcomes, even if being asked to support general operating support.
- Grants awarded will require the recipients to ensure that any donated funds are used for the purposes granted.
- Clearly articulated timelines of expenditure (accountability of use) will be looked for in all applications.

- Requests that indicate collaboration and coordination with other organizations will be looked upon favorably.

Whereas applications coming to the foundation, uninvited, must qualify geographically, discretionary grants and impact grants (a large one-time gift, typically to launch a fundraising or endowment campaign) initiated and invited by the board do not necessarily have a geographic requirement. Here is our rationale for both categories:

- We make discretionary grants outside of our geographical area and that might be confusing to the public because they are all listed on our 990PF. But we do so because we are a geographically diverse board spanning the 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> generations of our family. These grants are sometimes made in support of communities where Board members live or spend time civically involved, outside of the N. Douglas, S. Lane Counties.
- We make board directed, sometimes referred to as - "Impact" or "Leap of Faith" grants, intended to find a creative solution to a stubborn problem and that requires a willingness to experiment and risk failure. These grants are sometimes made in support of communities where Board members live and/or spend time civically involved, outside of the N. Douglas S. Lane Counties.

(Updated January 2024)

(END)

**September 27, 2023**  
**DATE APPROVED**

**September 2028**  
**NEXT REVIEW DATE**