



# HOOD RIVER LIONS FOUNDATION TRUST

P.O. Box 860 • Hood River, OR 97031

To all Prospective Grant Applicants: Thank you for your interest in the Hood River Lions Foundation Trust and its Grant Program. The following is our time line for the year 2011 grants:

- Applications available after February 15, 2011.
- Completed applications **Must be Mailed by US POSTAL SERVICE** to the: **Hood River Lions Club Foundation, PO Box 860, Hood River, OR 97031** and **Postmarked no later than May 31, 2011. (NO EXCEPTIONS)**  
**Please provide eight (8) copies, plus the original otherwise the application will not be considered.**
- The foundation screening committee will review all applications, deliberate, and make its recommendation to the Club's Foundation Board by September 15, 2011.
- Disbursements of the grant monies will be made around December 1, 2011 after approval by the Hood River Lions Foundation Trust Board and the Hood River Lions Club Board then announced to the Hood River Lions Club at a regular meeting.
- By June 1, 2012, recipients of funds should provide the club with a written report on how the money was spent ensuring that it was used for the project or program for which it was requested.

Attached is a 2011 application along with a brochure explaining our club's programs. Thank you again for your participation in this program.

# Grant Application Important Dates & Information:

## **APPLICATIONS AVAILABLE:**

**Applications available after  
February 15, 2011**

## **APPLICATIONS DUE:**

**Mailed by US POSTAL SERVICE and  
Postmarked no later than May 31, 2011  
NO EXCEPTIONS**

## **MAIL APPLICATION AND 8 COPIES TO:**

***Hood River Lions Club Foundation  
PO Box 860  
Hood River, OR 97031***

# Hood River Lions Foundation Trust Grant Information & Instructions

This foundation makes grants in Hood River County for the purpose of enhancing community projects that serve county residents.

A written narrative containing information as detailed on page three is required along with a completed application. Foundation representatives may request to meet with grant seekers at any point in the review process, or during the term of the grant and may investigate proposals, and credentials.

Decision Process -- Foundation staff conducts a first review of each application for adherence to the guidelines and how it fits with the mission of the foundation. The Foundation will notify applicants if their requests are declined at this stage.

The Foundation is a private, nonprofit foundation governed by an elected board of trustees. A grant review committee screens and prioritizes applications following a staff review.

The Foundation cannot inform a grant seeker about its application status during the review process. Because there often are more requests than can be funded, the Foundation must be highly selective in making grants. Applicants should understand that by declining an application the Foundation is not necessarily making a negative judgment on the merits of a project.

Under this program, the foundation generally does not favor applications seeking funds for:

- On-going general operating budgets
- Indirect or overhead costs
- Debt retirement or operational deficits
- Programs or efforts that attempt to influence political elections or legislation of either sectarian or religious organizations whose principal benefit is for their own members or adherents.

## How to apply for a Grant

An applicant should first read the entire grant application instructions and determine if its organization and type of project are eligible for consideration.

The applicant must then submit all of the following items:

- Completed Grant Application – form attached
- Narrative describing the applicant organization and the project for which funds are sought (described below)
- The budget of the proposed project and statements documenting the financial condition of the applicant organization (described below).
- Copies of the applicant's letter from the Internal Revenue Service, documenting current federal tax exemption under sections 501 (c)(3) and/or 509(a), if applicable and Tax ID #.
- Letter, signed statement or other documentation authorizing and supporting this grant request from the organization's Chief Executive Officer.
- List of names and addresses of the organization's Board of Directors.

The Proposal Narrative: What it should contain – Your proposal narrative should include sufficient information for us to fully understand what you plan to do with grant money, if it is awarded. The items listed below constitute the minimum information needed. The written narrative of your proposal should answer the following in the order:

A. About the applicant organization:

1. Legal name and address
2. Name, title, address, and telephone number of the person charged with responsibility for the project
3. Description of the organization, including a summary of its background and its qualifications in the area for which funds are sought.

B. About the project:

1. Describe the project, including its goals and specific objectives, and why it is important to undertake, and how significant the proposed project is for the applicant organization.
2. Describe the people, organizations, or groups expected to benefit from the project's outcome, the ways they would benefit and substantiate their need for these benefits.
3. Describe past or present attempts by the applicant or others to address this need.
4. Explain why your organization is the appropriate one to conduct this project.
5. Describe your plan of action and project timetable.
6. Explain how you will assess the project's effectiveness.
7. What are the qualifications and experience of people who will implement the project? How much time will each person spend on project activities?
8. If the application involves purchase of equipment, state the equipment's anticipated project use and frequency, any intended non-project use, annual maintenance and operating supplies cost, and the projected useful life of the equipment.

C. Project's budget:

1. Documentation of previous budgets, if the project is already in operation.
2. Detail current budget for the project. If you include estimates, indicate they are estimates and state assumptions involved in your estimates. If there is specific timing regarding when you need the money, please explain.
3. Describe other sources of support which have been or will be solicited for the project. Specify funds already received or pledged and the source.
4. Explain how the project could be sustained, if appropriate, after this grant ends.

D. Further Grant Information:

1. Changes in use of funds are not encouraged. Exceptions must be requested in writing and are subject to the approval of the grant review committee.
2. We expect you to acknowledge the foundation's support of your work in any presentation of the project or its results. We also encourage publicity surrounding your receipt of our grant.
3. For the purpose of disbursements of funds, be sure and provide on the application form the name of entity, address and phone number of who checks should be made payable if grant is funded.
4. A written receipt will be required to be returned within 60 days of receiving the check.

If you have questions, please Call:  
Jeff McCaw 541-386-4950  
Tony White 541-386-1288

# Hood River Lions Club Foundation

## GRANT APPLICATION 2011

**8 Completed Copies of this form and The Original Application are to be MAILED by US MAIL and Postmarked by May 31, 2011 (NO EXCEPTIONS) to:  
Hood River Lions Club Foundation, P.O. Box 860, Hood River, Oregon 97031.**

Organization \_\_\_\_\_ Founding Date \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Project Director \_\_\_\_\_ Phone \_\_\_\_\_

Chief Executive Officer \_\_\_\_\_ Phone \_\_\_\_\_

Chair of Governing Board \_\_\_\_\_ Phone \_\_\_\_\_

Contact Person for Questions: \_\_\_\_\_ Phone \_\_\_\_\_

E-mail of Contact Person: \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Information about project for which funds are requested

**This proposal is submitted as a (10 word Description of project) :**

\_\_\_\_\_ project.

Objectives and description of project. Specifically, how will Hood River Lions Club Foundation funds be used?:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total project cost: \$ \_\_\_\_\_ Amount requested from HRLCFT: \$ \_\_\_\_\_

Amount and sources of contributions/pledges/funding for project to date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Other funding sources from which support is being sought: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Project period: \_\_\_\_\_ (# of months) Beginning: \_\_\_\_\_

Geographic area to be served by project: \_\_\_\_\_

Client group (and number) to be served by project: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# Information About Organization

TAX ID # \_\_\_\_\_ (New Requirement)

Tax Exempt Status (if exempt under another organization, send evidence of that exemption and the relationship between the exempt organization and the applicant organization.)

Name of Tax Exempt Organization: \_\_\_\_\_

501 (c)(3)  ID 509(a)  Is Tax Exempt Status current? Yes  No

If IRS ruling is preliminary, date advanced ruling ends \_\_\_\_\_

If you cannot classify your Tax Exempt Status with the above choices, please explain it here:

\_\_\_\_\_  
\_\_\_\_\_

## Organizational Budget Information

Ending date of fiscal year: \_\_\_\_\_

Budget for current fiscal year: Income: \$ \_\_\_\_\_ Expenses: \$ \_\_\_\_\_

Major sources of support and amounts already committed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Support Expected: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Budget for last fiscal year: Income: \$ \_\_\_\_\_ Expenses: \$ \_\_\_\_\_

Major sources of support (and amounts): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Budgets for prior two years: \_\_\_\_\_

Income: \$ \_\_\_\_\_ Expenditures: \$ \_\_\_\_\_ (year \_\_\_\_\_)

Income: \$ \_\_\_\_\_ Expenditures: \$ \_\_\_\_\_ (year \_\_\_\_\_)

I certify that the above information is correct and that I am authorized by the governing board of this organization to submit this grant application to the Hood River Lions Club Foundation, Inc.

## Signature of Authorized Grant Applicant for Organization:

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

If Grant is accepted for funding please provide the following for distribution of funds:

Entity check is made payable to: \_\_\_\_\_

Address check is to be mailed to: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number : \_\_\_\_\_ E-mail: \_\_\_\_\_

A written receipt will be required to be returned to  
Hood River Lions Club Foundation Trust • PO Box 860 • Hood River, OR 97031  
within 60 days of receiving the check.

*Thank you*