

Oregon Track Club Grant

Mission Statement

The Oregon Track Club Grant is dedicated to youth and developmental track and field and running organizations in the greater Eugene/Springfield, Oregon area where the Oregon Track Club was founded in 1958, and where today the Oregon Track Club is active in the promotion of track and field activities.

Funding Guidelines

The Oregon Track Club (OTC) Grant gives consideration to requests from the greater Eugene/Springfield area (for this purpose, defined as a radius of 25 miles from the University of Oregon campus).

Preference is given to non-profit organizations, over for-profit organizations.

Proposal Review and Grant Decisions

Eugene/Springfield area proposals can be submitted at any time, but must be received by **September 30**. The proposals are normally reviewed and decisions are made during the month of **October**. If a proposal has been declined it should not be resubmitted unless the Board requests a re-submittal with changes from the original declined proposal.

The Board discourages annual fund appeals, even if the applying organization was recently successful in obtaining funding from the foundation. Site visits will potentially be conducted and initiated by the Board.

You are welcome to contact the Oregon Track Club Committee Chair, Liz James, at: ejames@bethel.k12.or.us to inquire or to discuss whether or not to submit a proposal for review.

How to Apply For A Grant

Complete the 2 page Grant Application Cover Sheet in this packet and attach:

- a) A narrative proposal and/or letter of length adequate to explain your organization and grant request to the Board. Clarity and conciseness are appreciated.
- b) 501(c)(3) documentation from the IRS, if applicable.

The Oregon Track Club Grant

Grant Application Cover Sheet

This cover sheet, along with a proposal and the other items described in the Grant Application Guidelines, should be mailed to: Oregon Track Club, P.O. Box 11364, Eugene, OR 97440 (Attn: Liz James).

(This sheet must be completed; reference to other materials is not adequate)

Organization _____ Founding Date _____
Address _____
City, State and Zip _____
Project Contact Person _____ Title _____ Phone _____
Chief Executive Officer _____ Title _____ Phone _____
Chairperson of Governing Board _____ Phone _____

Information About Project for Which Funds are Required

Objectives and description of project

Specifically, how will the Oregon Track Club Grant funds be used?

Total project cost \$ _____ Amount requested from Oregon Track Club; \$ _____

Amount and sources of contributions/pledges fro project to date:

Other funding sources from which support is requested:

Project period: _____ (number of months) Beginning _____

Geographical area to be served by project

Client group (and number) to be served by project

Grant Application Cover Sheet (Page 2)

Information About Application Organization

Purpose of Organization _____

Tax Exempt status (If exempt under another organization, send evidence from the IRS of that exemption and the relationship between the exempt organization and the applicant organization.)

Section 501 (c)(3) Organization name on IRS letter _____

Is tax exempt status currently valid? Yes No (circle one)

Organization financial information (Do not include in-kind contributions.)

Ending date of fiscal year _____

Budget for current fiscal year: Income \$ _____ Expenditures \$ _____

Major sources of support (and amounts):

Already committed: _____

Expected: _____

Financial statements for last fiscal year: Income \$ _____ Expenditures \$ _____

Major sources of support (and amounts) _____

If a grant is awarded, what is the organization name to which checks should be made payable, if different from above? _____

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 Oregon Track Club Grant committee.

Signature of Chief Executive Officer:

Name (print) _____ Title _____ Date _____

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For Office Use Only

____ Cover Sheet Complete ____ Letter and/or Narrative ____ Project Budget

____ Financial Statement ____ Board ____ 501 (c)(3) IRS Letter

____ Proposal Complete - Processed date _____

____ Proposal Incomplete – Notify Applicant
