

# 2023 Spring Open Call for Proposals Process

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## *Roundhouse Foundation*

### *Instructions*

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**Important information about the Open Call Application:** Please read the following before completing this application.

- **Our Open Call process considers grant requests between \$2,500 - \$100,000 (Average grant is between \$10,000-25,000).** If you are requesting a smaller or larger sum, please visit our website to learn about our other grant opportunities or contact us.
- **Organizations may receive one Open Call grant per year, as long as they have no other active grants with the Foundation.** If your organization has another open grant with Roundhouse or has received an Open Call grant in the last 12 months, please contact us before applying.
- **Review Supplemental Application Instructions.** [Click here](#) to review additional tips and application instructions.
- **Please don't hesitate to contact us with any questions** about the application, or other issues that arise: [grants@roundhousefoundation.org](mailto:grants@roundhousefoundation.org); 541-904-0700.

#### **FISCAL SPONSORSHIP**

- **If you are a fiscal agent applying on behalf of multiple organizations or projects,** please communicate with a Roundhouse Foundation representative prior to applying.
- **If you are an organization without 501(c)3 status represented by a fiscal sponsor or other qualifying agent,** please be sure to include applicable information for the fiscal agency representing your organization as requested in the application. Roundhouse Foundation may contact your fiscal sponsor to provide additional documentation and to confirm application authorization.
- Click [here](#) for more guidelines on fiscal sponsorship.

#### **CHARACTER LIMITS**

Our application system uses character counts to measure the length of narrative responses. The character limit includes spaces.

5,000 characters = 800 words or 1.5 pages single-spaced

3,500 characters = 575 words or 1 page single-spaced

1,500 characters = 250 words or .5 page single-spaced

500 characters = 80 words

250 characters = 40 words

**Technical Issue:** We are working to resolve a technical issue that sometimes occurs upon submission of applications. If you receive an error notice after clicking 'Submit Application,' please save, log out, log back in, and try submitting again. This normally resolves the issue, but if the problem persists, please contact us: 541-904-0700; grants@roundhousefoundation.org. Thank you for your understanding.

## General Information

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### Opt Out of Application Sharing

The Roundhouse Foundation works closely with other regional funders to leverage support for new and existing grant partners. When appropriate, this can include sharing details from applications submitted to us with our partners to familiarize them with your project and/or organization.

**Please select the box below if you would NOT like your application shared with regional funding partners.**

#### Choices

Please do not share my application with other funders.

### Proposal Name\*

*Character Limit: 75*

### Proposal Summary\*

Please provide a brief summary of the proposal, including a sentence or two about how grant funds will be spent.

*Example: We will \_\_\_\_\_ for (#/how many) (population served). Funds will be used to....*

*Character Limit: 550*

### Primary Focus Area\*

**Please identify with which of Roundhouse Foundation's focus areas your proposal is most closely aligned.** Roundhouse Foundation focuses our work in and across four areas that are fundamental to thriving rural communities – Arts & Culture (including Historic Preservation), Education, Environmental Stewardship (including Sustainable Agriculture), and Social Services. We understand the interconnections of our focus areas and value opportunities that work at their intersections.

#### Choices

Arts & Culture  
Education  
Environmental Stewardship  
Social Services

## Additional Focus Areas

If applicable, please select any additional focus areas with which your project aligns.

### Choices

Arts & Culture  
Education  
Environmental Stewardship  
Social Services

## Roundhouse Representative

We value building a relationship with applicants and learning about your work. Have you connected with a Roundhouse Foundation representative about this application? If yes, please include their name(s) below.

*Character Limit: 250*

## Proposal Contact\*

Does the proposal contact differ from the person completing this application? (In other words, are there additional people we should reach out to if we have questions about this application?)

### Choices

Yes  
No

If 'yes' is noted above, please enter additional contact(s) information below.

List the following: Name, Organization/Department. Phone Number, Email Address

*Character Limit: 250*

## Organization Information

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### Organization Status\*

Is your organization an IRS-designated 501(c)3, a government entity (including special districts), or a Tribal government?

*If you are an organization without 501(c)3 status represented by a fiscal sponsor, please select 'No' in order to include applicable information for the fiscal agency representing your organization.*

### Choices

Yes  
No

Please answer the following questions with information for your organization.

### Organization Type\*

*Note: After submitting this application, you may be contacted to provide additional documentation to demonstrate proof of tax exempt status.*

#### Choices

Public Charity [501(c)(3)]

Government Entity

Tribal Government

Fiscally-Sponsored Organization

### Mission & Vision\*

Please include your organization's mission and vision statement(s), if developed. Otherwise, briefly describe the purpose of your organization.

*Character Limit: 1000*

### Commitment to Community Equity\*

What does equity mean for your organization? How are you working to include people who may have been excluded in the past, both internally within your organization and through your outreach & programs? If you have an equity statement, you may upload it as an attachment here (optional).

*Character Limit: 1000 | File Size Limit: 2 MB*

### Board of Directors/Governing Body\*

Upload a list of your Board of Directors or Governing Committee. List should include names, roles and terms. Irrespective of size, a governing board should include independent members and should not be dominated by employees or others who are not, by their very nature, independent individuals because of family or business relationships.

*File Size Limit: 3 MB*

### Total Annual Expense Budget\*

Enter your organization's annual expense budget. (This should match the expense budget in your organization annual budget uploaded below.)

*Character Limit: 20*

### Organization Annual Budget\*

Upload an annual budget for your organization. Budget should reflect both real and anticipated income and expenses.

*File Size Limit: 3 MB*

## *Fiscal Sponsor Information*

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### **Fiscal Sponsor Information**

- This section is only required for applicants whose groups are represented by a fiscal sponsor. Most applicants do not need to complete this section.
- If you are not applying with a fiscal sponsor and are seeing this section in error, please contact us: [grants@roundhousefoundation.org](mailto:grants@roundhousefoundation.org).

### **Fiscal Sponsor Organization\***

Provide the name of the organization sponsoring your group.

*Character Limit: 250*

### **Fiscal Sponsor Organization Type\***

*Note: After submitting this application, you may be contacted to provide additional documentation to demonstrate proof of tax exempt status.*

#### **Choices**

Public Charity [501(c)(3)]

Government Entity

Tribal Government

### **Fiscal Sponsor Contact Information\***

Please provide contact information for a representative from your fiscal sponsor. List the following:

Name

Organization/Department

Phone Number

Email Address

*Character Limit: 2000*

### **Fiscal Sponsorship Agreement\***

Upload a signed copy of the agreement between your group and your fiscal sponsor.

*File Size Limit: 2 MB*

### **Fiscal Sponsor Mission & Vision\***

Please include your fiscal sponsor's mission and vision statement(s).

*Character Limit: 2000*

### **Fiscal Sponsor Governing Body\***

Upload a list of your fiscal sponsor's Board of Directors or other governing body.

*File Size Limit: 1 MB*

## Fiscal Sponsor Organizational Budget\*

Upload your fiscal sponsor's annual budget.

*File Size Limit: 2 MB*

## Government Entity Information

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### Government Entity Section

- This section is only required if you are applying as a government entity.
- If you are not applying as a government entity and are seeing this section in error, please email [grants@roundhousefoundation.org](mailto:grants@roundhousefoundation.org).

## Proof of Federal Tax ID\*

**Please upload documentation that shows proof of Federal Tax ID.**

If you are a county or local government in order to show proof of Federal Tax ID, you would include your **Governmental Information Letter**. As a special service to government entities, the IRS will issue a “governmental information letter” free of charge. This letter describes government entity exemption from Federal income tax and cites applicable Internal Revenue Code sections pertaining to deductible contributions and income exclusion. **Government entities can request a governmental information letter by calling 877-829-5500.** It may take 10-14 business days to receive the letter.

*If you do not have a Government Information Letter at the time of application submission, please upload a **W-9** with the applying entity's Employer Identification Number in Part 1. Do not include social security numbers. Please note we may follow up to request a Government Information Letter in order to process any grant funds that are awarded.*

*File Size Limit: 2 MB*

## Letter of Approval

**For government entities and Tribal governments:** Please upload a letter of approval from your leadership expressing support for this project.

*File Size Limit: 2 MB*

## Proposal Details

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### Detailed Project Description\*

Describe your project. Briefly describe how you anticipate using Roundhouse grant funds if awarded.

*Character Limit: 2500*

## Community Need and Population Served\*

What community need does this project address? How does this project serve community members with different lived experiences? Briefly describe the community served by this project and how you intend to reach them with this project.

*Character Limit: 2500*

## Community Partners\*

Please list the community partners who will work with you in support of this project, with a brief note on what the partnership entails (e.g. financial support, in-kind support, volunteer support, partnerships, referrals, etc.). (Up to 5 recommended; it is okay if there are fewer.)

*Character Limit: 500*

## Goals Measurement\*

Please share the goals that will be measured before, during, and/or at the end of the project. How will this measurement help you to know if the project is successful? What will be different for your organization and the community/people you serve as a result?

*Character Limit: 2500*

## Project Sustainability\*

Please briefly describe sustainability plans for this project into the future. Is this an annual project or a one-time project? If applicable, how will you ensure future staff and financial support for the project/program?

*Character Limit: 1000*

## Detailed Project Budget\*

Please upload an itemized and detailed project budget below. We offer this downloadable excel template as an option for you to use to inform the level of detail we like to see in a project budget, but we do not require applicants to use the template. **If the items outlined below are not included in your uploaded budget, we will need to receive these details before we can review and advance your application.**

- The project budget should show both real and anticipated income and expenses.
- Please ensure the project budget includes the following:
  - Expenses for the project
  - Income, including the current status of each (planned, pending, or committed)
  - Income can include financial support, in-kind, support, volunteer support, partnerships, or referrals.

*File Size Limit: 2 MB*

## Total Project Budget\*

Enter the total project budget. This should match the total amount in the Project Budget uploaded to this application.

Character Limit: 20

### Amount Requested\*

Enter the grant amount requested from Roundhouse.

Character Limit: 20

### Project Start Date\*

Character Limit: 10

### Project End Date

If project is ongoing (such as a request for tools or equipment that have a useful life longer than 1 year), please leave this question blank.

Character Limit: 10

### Primary Geographic Region Served\*

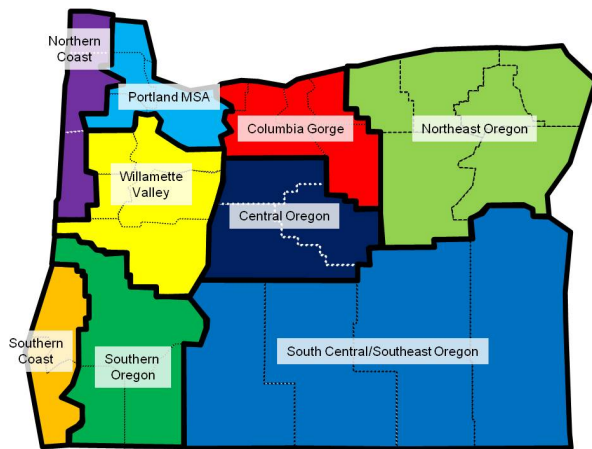


Image courtesy of Oregon Office of Economic Analysis

Please select one region where this proposal will primarily take place. If your project serves multiple regions, please select the region where the majority of the work will occur.

The Roundhouse Foundation serves rural Oregon communities, including the nine federally-recognized Native nations and the historic 54 bands and tribes who call this land home. We recognize and hope to elevate our Tribal partners' sovereignty through our grantmaking. If applicable, please name any Native nations and/or Indigenous communities served by this proposal in the following question titled "Priority Communities/Towns."

#### Choices

- Central Oregon (Crook, Deschutes, Jefferson Counties)
- Columbia Gorge (Hood River, Gilliam, Sherman, Wasco, Wheeler Counties)
- North Coast (Clatsop, Lincoln, Tillamook Counties)
- Northeast Oregon (Baker, Grant, Morrow, Umatilla, Union, Wallowa Counties)
- Portland Metro Area (Clackamas, Columbia, Multnomah, Washington, Yamhill Counties)
- South Central/Southeast (Harney, Klamath, Lake, Malheur Counties)
- South Coast (Coos, Curry Counties)



Southern Oregon (Jackson, Josephine, Douglas Counties)  
Willamette Valley (Benton, Lane, Linn, Marion, Polk Counties)  
Statewide (Oregon)  
Other

### Priority Communities/Towns\*

Please **list** the specific communities/towns and/or Native Nations that will be served with this project. (Up to 5 priority communities/towns recommended, though it is okay if fewer are identified.)

*Character Limit: 250*

## *Additional Information / Letters of Support*

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### Additional Documents / Letters of Support

- Use this space to upload any additional documents supporting your project proposal (e.g. letters of support, logic models, flyers or publications, timelines, etc.)
- If your proposal entails working directly with schools or youth-serving organizations, a letter(s) of support from those partner(s) is **required**. Any additional materials are optional.
- We encourage you to combine multiple files into one single PDF document if necessary. You can email any documents that do not fit in this space to [grants@roundhousefoundation.org](mailto:grants@roundhousefoundation.org).

### Upload 1

*File Size Limit: 2 MB*

### Upload 2

*File Size Limit: 2 MB*

### Upload 3

*File Size Limit: 2 MB*

### Additional Information

If you have other information to support your application, please describe in the text box below. If you would like to tell the story of your proposal in an audio or video format, please include **a link to the file(s)** in the text box below.

*Character Limit: 5000*

## Authorized Signature

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**Important!** By entering data into the following field calling for insertion of your Name, Title, and Date, you are:

- (1) representing that you are an officer or other agent for the Applicant duly authorized to enter into legally binding agreements on behalf of the Applicant.
- (2) agreeing to submit this grant application in an electronic form on behalf of the Applicant which shall be bound by its contents as an electronic transaction.
- (3) agreeing that you provided true, accurate, current and complete information.
- (4) agreeing that your insertion of data into these following fields constitutes an electronic signature.

### Name, Position Title, Date\*

*Character Limit: 250*

## Applicant Feedback (Optional)

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The following questions seek applicant feedback that will assist us in evaluating the effectiveness of our new online application process. We encourage you to be as honest as possible. Answers provided in this section will not affect your organization's chances of being awarded a grant through the Roundhouse Foundation. We appreciate your time and feedback.

### Application Time

How long did it take you to complete this application?

#### Choices

- Under 3 Hours
- 3 - 6 Hours
- More than 6 hours
- Under 4 hours
- 4 - 8 hours
- More than 8 hours

### Application Reflection

If any questions or sections proved particularly challenging/time-consuming, please specify which one(s) and why.

*Character Limit: 250*

### Process Improvement

What can we do to make our application process easier for your organization?

*Character Limit: 250*

## Additional Comments

If you have any additional ideas for how Roundhouse can support applicants with the grant application and reporting process, please share them below.

*Character Limit: 250*

**Thank you. We greatly appreciate your time and constructive feedback.**

***Technical Issue:*** We are working to resolve a technical issue that sometimes occurs upon submission of applications. **If you receive an error notice after clicking 'Submit Application,' please save, log out, log back in, and try submitting again.** This normally resolves the issue, but if the problem persists, please contact us: 541-904-0700; [grants@roundhousefoundation.org](mailto:grants@roundhousefoundation.org). Thank you for your understanding.