

2024 Small Grants Process

Roundhouse Foundation

Instructions

Helpful Tips -- Before you apply:

- *Please read our Eligibility Guidelines prior to submitting an application.*
 - *Our small grant process considers grant requests between \$500 - \$2,500. If you are requesting a larger sum, please visit our website to learn about our other grant opportunities.*
 - *Organizations may receive one small grant per year, as long as they have no other active grants with the Foundation. If your organization has another open grant with Roundhouse (i.e. reports that have not been submitted) or has received a small grant in the last 12 months, please contact us before applying.*
- *To preview questions (in PDF format), view the links on our website.*
- *To view past requests, click "Organization History" from the dashboard menu. You may cut and paste, where appropriate, from past requests by transferring answers to a Word document.*
- *We recommend preparing your answers in a Word document prior to submission, in order to back up your data.*
- *To return later to finish or submit your request, click "Save" at the bottom of the form. The form should also auto-save.*
- *To save a copy of your application, click the "Application Packet" PDF button at top right.*
- *To allow multiple users to work on this request, click the blue "Collaborate" button at top right. Collaborator Feature: Video Tutorial and Written Tutorial*
- *View our Resources & FAQs for more information.*
- *Review Supplemental Application Instructions. Click here to review additional tips and application instructions.*
- *Please don't hesitate to contact us with any questions: 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 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

Please be brief with your answers, for the sake of your time and ours, and feel free to use bullet points or short answers. If information has been covered in a prior question, you can refer to previous answers. Please do not repeat information. Note that character limits do include spaces.

***Technical Issue:** 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

This application is for requests up to \$2,500.*

Please select the option below to acknowledge that your grant request is between \$500 and \$2,500. If you are requesting a larger sum, please visit **our website** to learn about our other grant opportunities or **contact us**.

Choices

My grant request is for \$2,500 or less.

Project Name*

Character Limit: 100

Project Summary*

Please provide a brief summary of the proposal.

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

Character Limit: 350

Primary Focus Area*

Please identify 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 these 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. If you have connected with a Roundhouse representative regarding this proposal, 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, is there another person we should reach out to if we have questions about this application?)

Choices

Yes
No

If 'yes' is noted above, please enter the proposal contact's information below.

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

Character Limit: 250

Organization Information

Fiscal Sponsorship*

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

If your organization is sponsored by a fiscal sponsor, please select 'No'

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 include it as an attachment here.

Character Limit: 1000 | File Size Limit: 3 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

Organization Annual Budget*

Upload an annual budget for your organization. Budget should reflect both real and anticipated income and expenses. If possible, budget should be for the fiscal year during which the project will take place.

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 above.)

Character Limit: 20

Fiscal Sponsor Information

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.

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

Project Details

Project Details Narrative

- Please be brief with your answers, for the sake of your time and ours, and feel free to use bullet points or short answers. We value providing a quick turnaround on decisions for grant proposals in order to efficiently support the work of our partners. We appreciate brevity in your responses and encourage you to reuse relevant materials you may have submitted to other funding sources. If information has been covered in a prior question, you can refer to previous answers. Please do not repeat information. Note that character limits do include spaces.
- If more space is needed to describe your project, please use the "Additional Information" section at the bottom of this application, or contact us and we will be happy to add additional information to your application.

Project Description*

Describe your specific project, including project goals, the activities you plan to carry out, and what success will look like. Please list any community partners you will work with. *Suggested length: 1,500 to 2,500 characters (~250-350 words)*

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. *Suggested length: 1,000 to 2,000 characters (~200-300 words)*

Character Limit: 2500

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 use the template.

- The project budget should show **both** real and anticipated income and expenses.
- Please ensure the project budget includes the following:

- o Expenses for the project
- o Income, including the current status of each (planned, pending, or committed)
- o Income can include financial support, in-kind, support, volunteer support, partnerships, or referrals.

File Size Limit: 3 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*

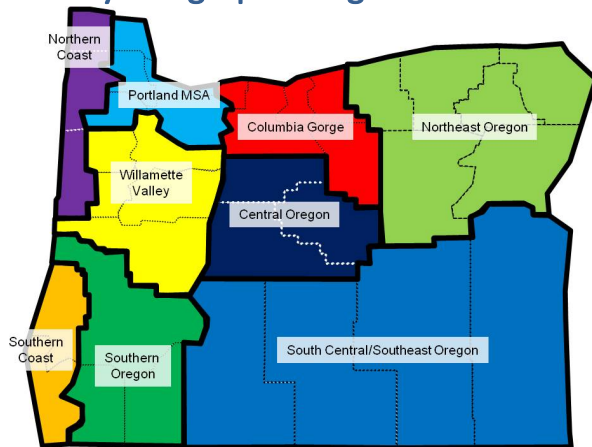
Character Limit: 10

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*



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 recommended, and it is okay if there are fewer!)

Character Limit: 250

Additional Information / Letters of Support

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, we **highly encourage** you to include a letter(s) of support from appropriate collaborative partner(s) (e.g. educators you are working with).
- We encourage you to combine multiple files into one single PDF file, if possible. You can email any documents that do not fit in this space to grants@roundhousefoundation.org.
- *If you are applying through a Government Entity (e.g. school district, municipality, some library districts), please upload a W-9 as one of the attachments below.*

Upload 1

File Size Limit: 5 MB

Upload 2

File Size Limit: 3 MB

Upload 3

File Size Limit: 3 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

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

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Applicant Feedback (Optional)

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.

How did you learn about Roundhouse?

Character Limit: 250

Application Time

How long did it take you to complete this application?

Choices

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.