



2024 Fall Open Call Grant Guidelines

Application Deadline: 5:00PM PST Friday, September 13, 2024

Questions? Contact us: grants@roundhousefoundation.org

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About Roundhouse Foundation

The Roundhouse Foundation is a private, family foundation, based in Sisters, Oregon since 2002. The Foundation believes that solutions to the unique challenges of Oregon's rural communities can be found through creative thinking and problem-solving, innovation, and collaboration. We partner with community organizations to develop, implement, and sustain creative, place-based approaches and programs that strengthen and celebrate rural Oregon.

The Foundation is proud to have granted over \$30 million in support grants in four program areas including arts and culture, environmental stewardship, education, and social services over the past 20 years.

In addition to providing grant services to rural communities and tribal regions throughout the state of Oregon, the Roundhouse Foundation operates Pine Meadow Ranch Center for Arts and Agriculture in Sisters. For more information about the Foundation or PMRCAA please visit www.RoundhouseFoundation.org.

Open Call Grants

Goals and Requirements

Strong projects will display these qualities:

- Strong and clear **alignment of Roundhouse mission and applicant goals**
- Provides **direct benefit to rural Oregon**, including the federally recognized and historic bands and tribes that occupied the land that is now known as the state of Oregon
- Align with one or more of **Roundhouse's focus areas**:
 - Arts & Culture
 - Education
 - Environmental Stewardship
 - Social Services
 - *Read more about our focus areas on our website:*
www.RoundhouseFoundation.org/grant-focus-areas
- Planning should be beyond the conceptual with a **clear plan, timeline, and budget**, such that:
 - Fundraising is underway, with other sources of committed support at the time of applying.
 - Indicators of a successful project are named and have a plan for evaluation.
 - Project staff/management are qualified and committed.
- **Strong community support** for the project, indicated by committed partners and letters of support from collaborative partners.
- **Authenticity. Celebrate what makes your proposal unique!** Use the words and phrases that make you feel comfortable when explaining your project/community.

Grant Award Range

Our Open Call process considers grant requests between \$2,500-\$50,000. The average grant is between \$10,000-25,000 and it is rare the maximum is awarded. If you are requesting a smaller or larger sum, please visit [our website](#) to learn about our other grant opportunities. Roundhouse may not consider requests that exceed the maximum request amount.

Grant awards may differ from requested amounts based on committee feedback, number of applications, and available funding.

Proposed project activities should take place **12 to 18 months** following the award decisions/ See timeline information in this packet.

Application Review Process

Roundhouse staff review submitted applications for eligibility, completeness, and accuracy. Applications that meet program requirements are accepted for further review. Following the end of the application period, eligible applications are evaluated by a committee of external reviewers. Our review committee is composed of members with diverse lived experiences and professions, who have knowledge of and connections to rural Oregon communities. Roundhouse grants team staff and Executive Director present funding recommendations based on committee evaluation, number of applications, and availability of funds. The review takes 6-8 weeks, with funding for selected proposals typically distributed within 3-5 weeks following the decision announcement.

Eligibility

At the time of the application deadline, all applicant organizations must:

- Be active IRS-designated 501(c)3 non-profits, a government entity (including special districts, such as school or library districts), or a Tribal government.
 - *Fiscally Sponsored Projects*: Roundhouse accepts applications from fiscal sponsors that become the grant partner and receive the funding if awarded. Please review the fiscal sponsorship guidelines on [our website](#). Some additional documentation is required if applying with a fiscal sponsor (see Documents Checklist on page 6).
- Provide services that take place in rural Oregon.
- Have no other open grants with Roundhouse Foundation.
 - *Organizations may apply for one small grant and one Open Call grant per year, and only one grant may be open at a time unless otherwise approved by a Roundhouse representative. Open applications must be closed with all reports submitted before Roundhouse will consider additional grant proposals.*

The Roundhouse Foundation has the final determination on eligibility. Applications found ineligible will be withdrawn from consideration. Roundhouse may review eligibility at any time and request more information as necessary.

What We Don't Fund

Applications from the following organization types are ineligible:

- Organizations outside of the U.S.
- Charter schools
- 501(c)s that are not 501(c)3s
- Faith-based organizations, including YMCAs and Habitat for Humanity chapters
 - *This applies if any public-facing material includes religious or faith-based symbols or text*

Applications to support the following project types are ineligible through our Open Call process:

- Individuals
- Endowments
- Scholarships or tuition assistance for college, university
- Legislative or policy work
- Fundraisers or event sponsorships
- Previous project expenses or deficits
- Significant facility development/construction or improvement projects
- Acquisition of land or property

Timeline

Below is the timeline for our Spring and Fall Open Call application processes.

We appreciate the opportunity to connect with new and returning applicants. We encourage applicants to contact us **at least two weeks** prior to the application deadline to ensure they have adequate time to incorporate feedback.

Spring 2024		
Application Period	Applications must be submitted in our online grants portal to be considered.	Open: January 15 Close: 5PM PST March 15
Evaluation Period	All applications are reviewed by a cross-sector committee of volunteers from across the state. Don't hesitate to get in touch with any updates about your project during this time.	March - End of April
Decisions Shared	Roundhouse staff may reach out if any questions arise during the evaluation process. If you do not hear anything, assume we have all the information we need!	Early to Mid-May
Follow-Ups / Reporting	If a grant is awarded, a final report will be due at the end of the project or 12 mos. following the decision date. Preferred projects span 12-18 mos.	May-December 2025 (Depending on the length of the project)

Fall 2024		
Application Period	Applications must be submitted in our online grants portal to be considered.	Open: June 19 Close: 5PM PST Sept. 13
Evaluation Period	All applications are reviewed by a cross-sector committee of volunteers from across the state. Don't hesitate to get in touch with any updates about your project during this time.	September – Early November
Decisions Shared	Roundhouse staff may reach out if any questions arise during the evaluation process. If you do not hear anything, assume we have all the information we need!	Early November
Follow-Ups / Reporting	If a grant is awarded, a final report will be due at the end of the project or 12 mos. following the decision date. Preferred projects span 12-18 mos.	December 2025-June 2026 (Depending on the length of the project)

How To Apply

Submission Deadline: 5:00PM PST Friday, September 13, 2024

All applications must be submitted through our online grants portal (<https://www.grantinterface.com/Home/Logon?urlkey=rdhf>) no later than 5PM the day of the deadline. Roundhouse is not responsible for late applications and cannot guarantee the processing of applications submitted after the published deadline. Incomplete applications will be deemed ineligible and may not be considered for funding.

Assistance

We appreciate the opportunity to connect with new and returning applicants. Assistance with technical requirements and application scope is available from Roundhouse Foundation staff prior to the application deadline. Applicants can reach out to us via email (grants@roundhousefoundation.org) to ask questions or schedule a time to connect. Please be prepared to share about your organization and project, and bring any questions you may have about applying. Applicants may also seek feedback after funding decisions have been made.

We encourage applicants to contact us at least two weeks prior to the application deadline to ensure they have adequate time to incorporate feedback.

Tips for Working in the Online Application

- Review the instructions and information provided at the top of the application.
- Create a profile in our online application portal early in your process.
- Pay attention to character counts. *The character limit includes spaces.* See more on character limits below.
- Cut and paste plain text only into the online forms. Software such as Notepad works well. You can format your text with bullet points, bold, italics, etc. once it has been pasted into the application form.
- Add paragraph breaks after pasting text; it helps reviewers read your material.
- Feel free to use bullet points or lists. If information has been covered in a prior question, you can refer to previous answers. *Please do not repeat the information.*
- To return later to your request, click "Save" at the bottom of the form.
- 3 optional "Additional/Supporting Document" uploads: We encourage you to combine multiple files into one single PDF document if necessary. Or include a PDF document with embedded links.
- If you have any technical issues, please contact us. *Don't frustrate yourself; we can help!*

Character Limits

Our application system uses character counts to measure the length of narrative responses. *The character limit includes spaces.* Below are basic equivalents for character counts to word and page counts.

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

Documents Checklist

Listed below are the documents requested in our application. Do not submit any supplemental materials by mail.

Required* Document Uploads:

- *Organization Annual Budget** that outlines the operating and programming expenses for the organization for at least one fiscal year
- *Board/Governing Body List** that includes names and terms of board members
- *Detailed Project Budget** that includes both real and anticipated income and expenses for the project. See page 7 for more on budgets.
- **For government entities only:** a W-9 is required; please upload in the “Additional Uploads” at the bottom of the application or email your W-9 to grants@roundhousefoundation.org.
- **For entities applying with a fiscal sponsor,** the following are required:
 - *Fiscal Sponsorship Agreement* that outlines the relationship/responsibilities between your project/unofficial group and the fiscal sponsor organization
 - *Fiscal Sponsor Board/Governing Body List*
 - *Fiscal Sponsor Organization Annual Budget*

Optional Document Uploads:

- *Letter(s) of Support* – See more about Letters of Support on page 8
- *Any additional documents* that help paint a picture of your project/organization (e.g. images, construction estimates/site plans, strategic plans, press clippings). Our review committee values the chance to get to know your project!
 - **Please note!** Only 3 additional File Upload spaces are available in the application. We encourage you to combine multiple files into one single PDF file. Or include a PDF document with embedded links. If more space is still needed, please email additional documents to grants@roundhousefoundation.org.

Accessibility

We know some applicants might not be able to use our grant portal due to differences in ability, language, or accessibility. If you or someone you know needs support to access and engage in the application process, please [contact us](#).

Fiscal Sponsorship

The Roundhouse Foundation accepts applications from 501(c)(3) fiscal sponsors engaging in mission-aligned work through or with a project that does not have its own 501(c)(3) public charity tax status. Some quick guidelines are:

- **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. Some additional documents are required from organizations applying with a fiscal sponsor.
- [View our guidelines on fiscal sponsorship.](#)

Project Budget Form

We provide an Excel template to inform the level of detail we like to see in a project budget, but we do not require applicants to use the template.

[Download the budget template.](#)

Project budgets should include:

- *Expenses* for the project
- *Income*, including the current status of each (planned, pending, or committed)
 - Income can include direct financial support as well as in-kind support, such as volunteer hours, item donations, etc.

Income Status Key

Planned = Support source is projected, but not yet requested, applied for or placed.

Pending = Request/application for support has been submitted, but a decision/commitment has not been made.

Committed = Support is secured, promised, guaranteed.

Grant requests can be up to \$50,000. It is rare that the maximum is awarded. The median award is between \$10,000-25,000.

We are a collaborative funder. Strong project budgets will braid funding from multiple funding sources to contribute to the program or service. Roundhouse does not favor funding full project budgets.

On occasion, Roundhouse will award a multi-year grant to partners with whom we have worked for 3+ years and have an established relationship. If requesting a multi-year award, please contact a Roundhouse representative prior to applying to discuss.

TIP! If this grant will help meet a match requirement, we want to know. Please indicate so in your budget or in the 'Sustainability' narrative question of your application.

Final Reports

Information is required from award recipients at the end of the project period. Grant recipients that have been previously funded by Roundhouse must fulfill any outstanding final reporting requirements before a new grant will be distributed. All reports can be submitted in our online grants portal, where the application was submitted.

The following questions and data will be collected in the Final Report. Please be prepared to share this information at the end of the project period.

- *Financial Summary*, which shows how grant funds were spent
 - *Plan for any unspent balance*. If the unspent balance is more than 25% of the grant, please contact us to request an extension for your report.
 - *Explanation for significant project variance (more than 10%)*
- *Impact and Highlights* of how this grant impacted your work and the rural communities you serve (max: 3,000 characters)
- *Challenges and Lessons Learned*, including how you addressed both anticipated and unanticipated challenges or surprises (max: 1,500 characters)
- *Program Future*, What changes, if any, will you make to improve this project/program?
- *Additional Documents/Photos* (Optional, but encouraged!)

Reminders to complete final reports are sent via email to the primary project contact 2 weeks ahead of reporting due dates and one day after the due date. Should you ever need more time to complete a report, please contact us.

Additional Information

Letters of Support

We encourage (and sometimes request) letters of support. A strong proposal is one that is well beyond the conceptual stage and has a clear plan, timeline, budget, and partnerships in place. There should be defined benefits or outcomes and a description of why your community is behind the proposal.

Letters of support can serve many purposes to enhance a proposal, including to:

- Demonstrate that key partners will fulfill their project commitments
- Specify what a key collaborative partner will contribute to your project
- Convey enthusiasm and community support for your project
- Lend credibility to your proposal

As in any partnership, it's important to be respectful of the time of your collaborators and provide them with enough lead time and guidance to put together their support letter. Use your best judgment and remember to be courteous.

Support letters can come in many forms. They do not need to be formal written statements on organization letterhead (though they certainly can be), but can also be a copy of an email confirming an event date, a testimonial from a partner you work with – or, if it's appropriate for the project, even a quote/estimate for equipment.

Generally for our review, we need to know that your project has community support and that the collaborative parties you anticipate working with are aware and supportive of your project plans. Any documentation that can help support this is encouraged.

Applicant Feedback

At the end of our application is an optional section to share your feedback that will assist us in evaluating the effectiveness of our 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. For those who prefer to provide feedback anonymously, we offer this [google form](#).

Links & Resources

Online Grants Portal - Roundhouse Foundation
www.grantinterface.com/Home/Logon?urlkey=rdhf

Website - Roundhouse Foundation
www.roundhousefoundation.org

Commitment to Equity - Roundhouse Foundation
www.roundhousefoundation.org/equity/

Eligibility - Roundhouse Foundation
www.roundhousefoundation.org/eligibility-for-grants

Focus Areas - Roundhouse Foundation
www.roundhousefoundation.org/grant-focus-areas

Grant Opportunities Overview - Roundhouse Foundation
www.roundhousefoundation.org/how-to-apply-for-roundhouse-grants

Grant History - Roundhouse Foundation
www.roundhousefoundation.org/grant-history

Partner Highlights Blog - Roundhouse Foundation
<https://roundhousefoundation.org/foundation-news/>

Resources & FAQs - Roundhouse Foundation
www.roundhousefoundation.org/resources

Fiscal Sponsorship Guidelines - Roundhouse Foundation
www.roundhousefoundation.org/wp-content/uploads/2022/08/TheRoundhouseFoundation_FiscalSponsorship.docx.pdf

Contact Us

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