

Guidelines for Foundation Grants

The East Portland Rotary Foundation (EPRF) uses these guidelines to determine which grant requests are most appropriate to fund:

- EPRF's priority lies with projects that benefit youth, however, we assist other beneficiaries from time to time.
- EPRF's primary geographic area of grant consideration is inner east Portland.
- Requests for capital needs, new programs, equipment and special needs receive high consideration. Requests for annual operating expenses are generally not funded. (EPRF does not want an organization to depend on EPRF for operating expenses.)
- EPRF particularly welcomes requests recommended by East Portland Rotary Club members although EPRF will consider requests from all sources.

In a cover letter, please describe your grant request in detail and include other information that

will help EPRF fully understand your request and/or organization. Your grant request packet should include all that's necessary for EPRF to make a reasoned and knowledgeable decision.

Although the following is not required, it assists EPRF with its due diligence. If your organization is not well known to EPRF, we may ask for:

- Verification of tax-exempt status under Internal Revenue Code Section 501(c)(3).
- If the project for which you are seeking funds is in collaboration with other agencies, include letters or other documentation from the collaborating agencies.
- If appropriate, list of current board members (include affiliations and any other pertinent information).
- If appropriate, list of key organizational staff including titles.
- If appropriate, a brief summary of actual income and expenses for the last two years (including a list of funding sources and amounts or most recent financial statements) and your operating budget (or project budget).
- A statement of your organization's policy regarding discrimination.

Please send grant request packets or questions to:

Mark Chapin

EPRF President

% N & C Service, Inc.

201 SE Third Ave

Portland, OR 97214-1085