

## **Request for Proposals 2019 Grants for “Basic Needs”**

### **JILL HEIMAN VISION FUND – OREGON COUNTRY FAIR**

The Oregon Country Fair (OCF) honors the memory of Jill Heiman by granting funds to tax-exempt organizations in Lane County. Jill Heiman was an attorney who was instrumental in establishing the Fair, purchasing the site and obtaining the Fair’s non-profit tax status. Although she passed away in 1991, the Oregon Country Fair remembers her vision for philanthropy and the positive impact our organization can have on our community.

The OCF membership voted once again that the 2019 the Jill Heiman Vision Fund (JHVF) target grants and projects related to *basic needs*. Grant proposals of all amounts will be considered. This year grants in the \$10,000 range will be seriously considered. In recent years typical grants had been in the range of \$6,000 - \$8,000. The precise total amount of money to be allocated will not be known until August or September (following the Fair).

The JHVF is comprised of donations made by the thousands of OCF participants who make up the Oregon Country Fair (volunteers, vendors, staff and customers). The Board of Directors matches these donations with a portion of the Fair’s revenue. By selecting projects in advance, potential donors to the fund will know how their donations will be spent. This encourages giving. While there is a risk that a selected project will not be fully funded if donations are less than anticipated, the allocations committee can increase grants when fundraising exceeds expectations. In recent years grants were increased in order to provide additional services.

**Proposals must be received no later than Friday March 29, 2019, 5:00 pm. Please email a .PDF, .txt or .doc formatted proposal to: [office@oregoncountryfair.org](mailto:office@oregoncountryfair.org).**

**If emailing your proposal is not possible, please send 9 copies (printed double sided and stapled) to:**

**Oregon Country Fair  
Jill Heiman Vision Fund  
442 Lawrence  
Eugene, OR 97401**

**Who can apply?**

Any tax-exempt organization [501(c)(3) for example], or a program that is sponsored by a tax-exempt organization. Applications must include the Tax ID number and an IRS determination letter may be requested if funded.

**Who will select the winners?**

A committee of volunteers reviews the requests and makes a recommendation to the Board of Directors during the spring of 2019.

**Is there a geographic preference?**

Funds must be allocated to projects/programs in Lane County, Oregon. The selected project must have a direct local impact.

**Are there any restrictions on the type of proposals to be funded?**

Projects must be related to basic needs, including but not limited to shelter, food and transportation. The committee will consider a broad range of ideas. This includes a special project, a capital need, education or general operating funds. The committee may give preference to a proposal that demonstrates a longer-term benefit and impact to the community.

**When will the funds be available?**

Funding will be available during the autumn of 2019. Selected applicants will be issued grant contracts after the funding is secure. Once contracts are signed, grant checks will be available.

**Publicity**

The Oregon Country Fair wishes to honor Jill Heiman's name and her vision by having each of the selected applicants announce receipt of the grant. Winners will also be asked to submit an article for the Fair Family News (newsletter) that highlights the accomplishments. The Fair will expect a report on the use of funds.

**Application**

**Cover Page:** On the very top page of your submittal, on letterhead (if available) provide only the following information in the order requested

- a. Organization Name
- b. Project title and very brief (2-3 sentences) synopsis of the request.
- c. Contact person
- d. Address
- e. Email
- f. Phone
- g. Amount of funds requested. This may include a range, if supported in the budget.

**Budget:** Please attach a budget that itemizes sources and uses for this proposal.

**Additional Pages:**

Please respond to the following in short paragraphs. Please limit your responses to a total maximum three typed pages in a font and type size similar (not smaller please!) to the one used in this document (Times New Roman, 11 point). Additional materials, including support letters, may be appended but are not required.

- 1. Describe the project you wish to fund and the target community that you serve. (200 words or fewer)**
- 2. Why is this particular project a priority? Is it identified in any adopted community plans or strategies?**
- 3. Describe the experience and organizational capacity of your organization.**
- 4. How will you raise the other funds needed (if any) to complete this project? What are the specific areas you have identified? How much funding is in hand, if any, and what are the sources of those funds?**