

**REQUEST FOR PROPOSALS**  
**Oregon Country Fair**  
**Special Covid-19 Emergency Relief Grants**

**Due to the covid-19 pandemic, the 2020 Oregon Country Fair has been cancelled. The Fair has a history of philanthropy. Although the Fair will not generate revenue this year, the Board of Directors created a \$20,000 emergency allocation to help our community in this time of crisis.**

We are accepting proposals *related to emergency assistance related to the economic hardships created by the pandemic*. We anticipate funding two proposals of \$10,000 each, while reserving the option to fund more than two at a lesser amount.

**How to apply:**

Proposals must be received no later than 5:00 pm on Friday July 17, 2020. Proposals must be submitted by email to [info@oregoncountryfair.org](mailto:info@oregoncountryfair.org). On the email subject line please type in "Covid-19 Grant Submission". An ideal format would be PDF, but a Word .doc is also acceptable. The allocations committee will be looking at electronic submissions, therefore no hard (printed) copies are accepted.

**Who can apply?**

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

**Who will select the grantees?**

A committee of volunteers reviews the requests and makes a recommendation to the OCF Board of Directors.

**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 covid-19 related emergency relief. The committee will consider a broad range of ideas, including direct assistance, a special project, a capital need or education. 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 fall of 2020. Selected applicants will be issued grant contracts. Once contracts are signed, funding will be made available.

**Publicity**

The Oregon Country Fair requires each of the selected applicants to 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 brief (several 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.

**Describe the project you wish to fund and the target community that you serve. (150 words or fewer)**

**Why is this particular project a priority? Is it identified in any adopted community plans or strategies?**

**Describe the experience and organizational capacity of your organization.**

**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?**

