

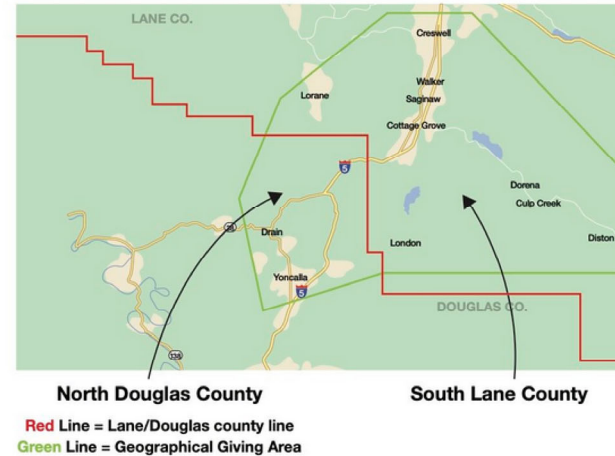
Guidelines, Funding Policies, Review and Application Process

The Woodard Family Foundation considers a wide range of grant requests within the following areas: arts, education, health, human services, environment and public interest. We support new initiatives, special projects, expansion of current programs, capital improvement, building renovation and general operating support.

- Currently, the Foundation accepts unsolicited submissions limited to the N. Douglas and S. Lane Counties (Yoncalla to the south, Creswell to the north, Lorane to the west and also encompassing the Greater London and Dorena areas)
- Grants are made only to non-profit charitable organizations which are tax exempt under Section 501(c)(3) of the Internal Revenue Code, or to public governmental units. The Foundation does not consider grants to individuals.
- Grants from the Foundation are usually awarded for one year only. For projects in those areas in which the Foundation has a special interest, multi-year funding may be considered.
- Only one grant application may be submitted in any twelve-month period.

With Cottage Grove at the Center, North to Creswell, East to Diston, South to Yoncalla and West to Lorane.

Geographical Giving Area



The Board of Directors meets three times per year to consider grant requests. Letter of Initial Inquiry and Formal Grant Request must be received by February 15, May 15 and August 15 for consideration at the following meeting.

Applicants are welcome to discuss their grant requests with the Foundation's staff either by telephone or in person. Upon receipt of the completed grant request, staff may request additional information or schedule a site visit. The *complete Grant Guidelines* are available [here](#).

NOTIFICATION IF LOI ACCEPTED OR TURNED DOWN:

On or before May 1
On or before August 1
On or before November 1

IF ACCEPTED, DEADLINE FOR SUBMITTING A FULL PROPOSAL:

May 15
August 15
November 15

If you believe your organization qualifies geographically, commence the 2-step application process as follows.

Organizations interested in applying for a grant should follow these steps:

Letter of Inquiry

Step One – Letter of Initial Inquiry

- Complete the one-page *Letter of Initial Inquiry Fillable PDF* form as the first step in the pre-application process. This will ensure your project or program is geographically aligned with our guidelines. This form introduces both the applicant's organization and the proposed project or program to the Foundation.
- The form may be e-mailed, US Mailed, or hand delivered to: Tyson Woodard, Administrator, Woodard Family Foundation, 40 South 6th Street, Cottage Grove, Oregon 97424. tyson@woodardff.com The administrator will acknowledge receipt within 7 days.
- Following the next Foundation Board meeting, the administrator will notify the Letter of Initial Inquiry applicant whether or not the Board of Directors has authorized advancement to step two, *Formal Grant Request*.

Step Two – Formal Grant Request

If your organization has been invited to submit a Formal Grant Request, please fill out our two-page Grant Application Cover Sheet (*available here-link to fillable form*) and include the following five accompanying attachments:

1. A narrative letter of length adequate to help the Woodard Family Foundation understand your organization and grant request. Brevity is appreciated. It may be as simple as a minor update to, and re-submittal of, your Letter of Initial Inquiry.
2. 501(c)(3) documentation from IRS.
3. List of Board of Directors.
4. Detailed budget for proposed project.
5. Statement describing financial condition of your organization encompassing at least the last 2 years.
6. *Optional* - Most recent audited financial report if available.

This cover sheet and the five required accompanying attachments can be e-mailed, US mailed or hand-delivered to: Tyson Woodard, Administrator, Woodard Family Foundation, 40 S. 6th Street, Cottage Grove, Oregon 97424, tyson@woodardff.com. If door is locked, please use the "Book Drop" left of the front door. (book drop size is 1.2" long by 3" tall).

Optional: If you want to include additional supporting documentation such as newsletters, photographs, etc., please send seven. All should be printed photocopy ready, on 8 ½" x 11" single-sided white paper and all left unstapled. Supplemental items, including videos cannot be returned to the organization.