

The Samuel S. Johnson Foundation

A CHARITABLE, NON-PROFIT ORGANIZATION

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GRANT APPLICATION GUIDELINES FOR UNSOLICITED REQUESTS*

The Foundation has ongoing relationships with a number of charities in the communities in which its founders and board members reside. Beyond those entities (which the Board has designated as continuing relationships) and additional Director-Initiated Proposals, grant applications are accepted for consideration only if the requesting organization is qualified to apply, the proposed program is within the Foundation's specified geographic area, the nature of the request is within the Board's current areas of charitable focus and the proposal is not within those designated as excluded. The Foundation no longer accepts individual scholarship or grant applications.

Organizations considering submitting a proposal should first call or email the Foundation Office for a list of current areas of focus and should make an unsolicited submission only if it is clearly within the currently designated areas of focus, the organization and program are otherwise qualified, and the proposal is not excluded, as provided in these Guidelines.

To be eligible to apply for a potential grant, your organization must provide proof of each of the following:

- 1. Your organization is either a FEDERALLY TAX-EXEMPT CHARITABLE ORGANIZATION or an acceptable form of local governmental agency.** You must provide proof that the proposed receiving organization already has been granted and currently holds its own 501(c)(3) federal tax-exempt status or is an Oregon or Washington State governmental agency with a mission and authority over a subject matter in which the foundation currently considers unsolicited grant proposals. [The existence of a PENDING or planned application for federal tax exemption or existence of non-profit status alone is not sufficient.]
- 2. Your organization/agency is located in, or directly benefits residents of, the State of Oregon or Clark County, Washington,** and the proposed funding is limited to activities benefitting those areas.
- 3. The subject of your proposal is clearly within the Foundation's areas of grant focus at the time of application.**

Each fiscal year (June 1 through May 31), the Foundation Board determines those areas of greatest concern in which it will accept unsolicited grant proposals. Currently such proposals are considered only if they fall within one of the following four subjects:

*This policy and the processes it describes do not apply to applications by entities which the Board has designated as continuing relationships or for which the application has been submitted at the specific initiation and request of one of the Foundation's board members. [Continuing Relationships and Director-Initiated grants are subject to qualification through other processes.]

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- a. **Formal Education programs leading to an R.N. status or baccalaureate or higher college/university degree in nursing.** Applicants must demonstrate integration of their programs with related programs training nurses at higher/lower levels (e.g. a bachelor's degree program must work cooperatively with junior colleges in its area which train RN's and with universities with masters and doctoral degrees in nursing) The Foundation does not accept unsolicited requests for individual nursing scholarships.
 - b. **Vocational Education programs targeting high-school drop-outs and high school grads who are not able to pursue junior college or higher formal education and which offer them job-specific technical training, mentoring or coaching.** Programs must demonstrate training for mainstream jobs which offer significant opportunity for skilled non-college educated workers. This category does **not include** for-profit, tuition-based, public high school or junior college programs, nor does it include union apprenticeship programs or workshops/personal skills training for the handicapped. The Foundation does not accept unsolicited requests for individual vocational scholarships.
 - c. **Emergency Food Assistance:** Projects must demonstrate effective use of volunteers and efficiency in source of food supplies (e.g. emergency food banks, Meals-on-Wheels; soup kitchens; gleaning projects)
 - d. **Rural Mobile Health Screening/Care Projects benefitting the uninsured medically needy.** Governmental insurance-type programs are excluded.
4. **The proposal must not be for an excluded type of grant. Funding of the following types of activity are EXCLUDED from consideration under this policy:**
- a. **Invitations to your fundraiser or requests to fund a “table” or otherwise provide support for your fundraising event are excluded. Grants are made only to carry out acceptable underlying missions—not to help your organization raise money from others to carry out its mission.** Likewise, no grant will be made for audiovisual or other materials promoting the organization's mission, public relations, etc. [This does not prevent a Foundation grant supporting underlying services being utilized as a “challenge grant” to obtain other grants to support underlying services, where appropriate and pre- approved, however.]
 - b. **“Conduit” funding:** no grant will be made to an entity or agency which will not carry out the focus service itself (i.e. to an organization which re-grants or coordinates grants to other organizations which perform the underlying services.) The Foundation makes grants only to organizations with direct responsibility to execute the supported service.
 - c. **Individuals:** we do not make grants to individuals.

- d. **Leadership training or staff development :** The Foundation does not make grants to support organization/individual participation in conferences, seminars or related travel but may (where its current focus permits) support entities who directly provide support services to public charitable organizations.
- e. **Campaigns to retire debt, significant building projects,** construction or demolition
- f. Multi-year general operational support, pledges or **endowments**
- g. **Lobbying** or election-related projects

GRANT APPLICATION PROCESS

Entities which have reviewed these Guidelines and clearly meet the requirements for unsolicited grants may submit a grant request at any time during the year. All submissions are screened by the Foundation Staff and those clearly not meeting the requirements or failing to include required information will be rejected. Those appearing to meet the threshold criteria specified in these Guidelines will be forwarded to the Board Member designated for review of proposals in the relevant focus area. The reviewer may reject the proposal as outside the Grant Guidelines, request additional information, make a site visit or otherwise evaluate the application in light of Foundation grant budgets, resources and competing requests.

Action by the Reviewer: Depending on the amount requested, the reviewer may decide:

- * **Applications which Don't Meet the Grant Guideline Conditions:** The reviewing Board Member may determine the application ineligible for review and reject it.
- **Small Grants:** The reviewing Board Member may immediately award a grant in an amount not exceeding \$5,000, or recommend that a request for a small grant be denied, subject to potential reconsideration of the denial at the next Board meeting.
- **Recommendation of Larger Grants:** The reviewing Board Member will hold an eligible application requesting an amount greater than \$5,000 for decision by the full Board, presenting the proposal to the Board along with competing proposals and the reviewer's analysis and recommendation in favor of approval or denial. [The Foundation's Board of Directors generally meets twice a year. Board review will ordinarily be conducted at the next Board meeting after the reviewer's recommendation, unless the reviewer determines the timing is urgent, all likely competing projects have been reviewed, and it is feasible to obtain unanimous Board action by circulation of the materials in advance of the next Board meeting].

Notice to Applicants: Applicants will be informed in writing by the Staff or Reviewer when an application is deemed ineligible for review, when a decision is made to make a positive or negative recommendation on an eligible application to the full board, and when either the reviewer makes a grant under the Small Grants authority or the Board makes a grant based on its review of larger grant requests or by reversing the reviewer's tentative decision which would have denied an application for a small grant. If an applicant is notified of ineligibility or a negative recommendation by the reviewer, no further notification will be given on Board review of those decisions unless the Board reverses the reviewer's decision.

One Application a Fiscal Year Rule: Except as explicitly invited to do so, no organization should submit more than one inquiry/proposal during the Foundation’s fiscal year [June 1 through May 31]. *Organizations seeking grants should thus take care to assure that any inquiry/proposal submitted to the Foundation is the one they want considered for the year, as subsequent proposals from the same organization or any of its components (even if based on a completely separate need or program or sent by a different unit or division of the applicant) will be rejected under the “One Request a Year” screening criterion.*

Content of Permitted Applications: There is no formal application form. However, if permitted to submit a Grant Application, the requesting organization should include the following:

1. **Cover letter** on organization letterhead summarizing the scope of the project, the name, address and telephone number of the person to contact regarding the request and establishing Board approval of the submission (copy of minutes, signature of Board Chairman or similar evidence)
2. A copy of the **federal tax-exempt determination letter (501(c)(3) ruling)** and the organization’s representation that it remains in effect or proof of appropriate state/local governmental agency status.
3. **Project Description:**
 - a. Description of the project, its geographic reach and other characteristics of the community to be served, including anticipated number of participants/beneficiaries and the organization’s experience in conducting such programs
 - b. Budget for the total project with breakout of personnel costs, supplies/materials, direct service site and transportation expenses, and overhead (portion of general office expenses such as administrative staff, office expenses such as utilities and rent to be attributed to this project’s budget)
 - c. Notation of secured funding sources/amounts; amount sought from the Foundation; identification of others from whom funding will be sought.
 - d. List of other organizations providing similar or related services in the same or adjacent communities and the reasons why those existing services are not adequate
4. **Organization Background**
 - a. History of the organization, its broader purposes and services to the community
 - b. Most recent financial statement of the organization
 - c. List of the Board of Directors

Followup of Grant Implementation:

The Foundation requires all grantees to report back in writing at the conclusion of the program (or funded portion thereof) supported by a Foundation grant to confirm that the funds have been expended as intended (or if not, what the delay has been and when appropriate expenditure is expected to occur). In addition, for grants of \$10,000 or more, the Board member who initiated the proposal or who has responsibility as reviewer for the specific subject area of the grant will arrange with the organization to whom a grant was made to visit the site during or at the conclusion of the project (if feasible). In cases of smaller grants or where a site visit is deemed unnecessary or inappropriate, the Board member who initiated the proposal or served as its reviewer will request submission of sufficient information to determine that the grant has been successfully implemented and its results. Organizations receiving grants are encouraged to invite the individual Board Member who initiated the proposal or served as its reviewer to attend functions of the organization which relate to the funded activity and provide an opportunity to observe or hear about the progress and result of funded programs. [If such overviews are included in other fundraising activities of the organization, the Foundation board member may attend as the guest of the funded organization as one means of verifying the progress and status of the program even when the organization is precluded from submitting a proposal to the Foundation to fund the fundraiser.]

All grantees, by acceptance of a grant from the Foundation, agree to cooperate fully with such reviews.

Any grantee who is unable or unwilling to expend granted funds consistent with the approved application must return the funds to the Foundation or request a grant revision to permit their expenditure in ways not contemplated by the original grant.

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