COTTAGE GROVE COMMUNITY FOUNDATION

The Cottage Grove Community Foundation

2027 COMMUNITY GRANT GUIDELINES

The Cottage Grove Community Foundation was established in 1991 as a public non-profit organization to help improve the quality of life for the residents of the South Lane County. The Foundation is a resource for citizens, private companies, and other private foundations to make charitable gifts and bequests that will provide financial support to educational, medical, cultural, social, and civic services.

The Foundation is governed by a Board of Directors made up of leading citizens representing the broad interests of our community. The board members serve on a voluntary, non-paid basis. They are advised by a group of leaders from our community representing the city government, the school district, the Chamber of Commerce, and public utilities. The Board of Directors has established these guidelines for grant distributions.

The Foundation's assets consist of *Permanent Endowment Funds*, which are managed in perpetuity and whose annual distribution serve an identified need; *Designated Funds*, which are established by donors exclusively to support certain organizations; *Field Of Interest Funds*, which are established by donors for distribution in particular areas of community service; and *General Funds*, which are flexible resources the Foundation can apply to address changing community needs and Foundation operating needs. The Foundation is affiliated with the Oregon Community Foundation, an Oregon non-profit corporation which provides financial management and counsel for our funds.

The Cottage Grove Community Foundation Community Grants support a wide variety of projects where modest amounts of money can make a significant difference, and which promise tangible benefits or means of solving community problems or concerns. Grants will be made for one year only. Grant amounts may range from $500 to $1,000 unless specified by an individual donor.

Eligibility for the CGCF Community Grant Program:

- Applicants must have an IRS non-profit status confirmation. If selected as a recipient, organizations with other than a 501(c)3 designation will have additional reporting requirements.
- Are expected to complete all parts of the application form and provide all required attachments.
- **NEW:** Provide a link to a YouTube video, up to 5 minutes long, addressing the following:
    1. Describe your organization and the ways in which it positively impacts the Cottage Grove community.
    2. How will this grant, if awarded, directly benefit Cottage Grove and the residents you serve?
    3. In addition to this project, what other work is your organization currently doing in Cottage Grove?
    4. What are the primary milestones and key steps required to complete this project?
    5. Is this project designed to provide long-term value to Cottage Grove, or is it intended as a short-term, targeted initiative?
- **NEW:** A representative of the organization must attend the Awards Ceremony to receive funds.
- Applications will not be considered unless the full application is complete and is submitted using the 2027 application form.
- Must have completed their project and submitted required evaluation reports for all prior CGCF grants.
- Applicants must provide services within the area covered by the South Lane School District. Grants will be limited to this area unless otherwise specified by an individual donor.

Note: Organizations who did not submit the *Grant Completion Report* form for CGCF projects previously funded will not be eligible to apply for grants in the succeeding years. If an interim completion and evaluation form is provided for the previous year, those applications will be considered as long as the final completion report is submitted prior to November 15.

The Foundation's Preference for Awarding Grants:

Projects or programs that:

1. Demonstrate a timely impact on an organization's development and our community.
2. Are aimed at providing needed services or facilities for which public funds are either not available or are not sufficient and the Foundation's contribution, either by itself or in conjunction with other private support, would have a significant impact.
3. Contribute to the educational, medical, cultural, social and civic needs of our community.
4. Where modest amounts of money can make a significant difference, and which promise tangible benefits or means of solving community problems or concerns.
5. Will be completed within 1 year of award notification date with a progress report at the 6-month mark.
6. Preference will be given to organizations who have not received CGCF Community Grants during the last two years.

CGCF Community Grants Are Not Designed For:

Unless designated otherwise by an individual donor, grants will not be selected for the following:

a. Emergency or deficit funding.
b. Travel to or in support of conferences.
c. Debt retirement or operational deficits.
d. Annual fund drives or operation expenses except during a startup period not to exceed three years.
e. Sectarian religious purposes (does not preclude consideration of requests for educational, medical, or social service-oriented programs open to all community members undertaken by church affiliated or supported agencies).
f. Scientific research.
g. Goods already purchased.
h. Activities that take place before grant decisions are made.

CGCF Community Grant Applications, Due Date & Submission:

- Applications are available through the Cottage Grove Community Foundation website at www.cgcfoundation.org/grants or by emailing a request to director@cgcfoundation.org.
- All applications must be received in the Cottage Grove Community Foundation email by **midnight December 1, 2026.**
- See the grant application form for additional submission information.

For Further Information Contact

Cottage Grove Community Foundation
Mailing Address: PO Box 1326, Cottage Grove, OR 97424
Physical Address: 1011 E. Main Street, Cottage Grove
Phone: (541) 942-0014
Email: director@cgcfoundation.org
Web page: www.cgcfoundation.org