

Deschutes County Discretionary Grant Program

Funding Guidelines

Each of the three Deschutes County Commissioners may recommend approval of discretionary grants to qualified non-profit agencies for projects or activities that benefit the community. Discretionary grants are made available through the Video Lottery Fund, which is supported by state lottery proceeds.

Purpose

Discretionary grants are intended to assist eligible organizations with specific, short-term projects or activities which positively impact either a specific community within Deschutes County or the County at large. A wide range of pursuits may be eligible for funding, including, but not limited to, job creation, education and training, social and human services, cultural tourism, and natural resource management. Deschutes County discourages requests for ongoing operational funding that cannot be sustained beyond the grant period.

Eligibility

Applicants for Discretionary Grants must be non-profit organizations or publicly funded agencies that serve populations within Deschutes County. Although a 501(c)(3) classification is not required, applicants must be able to document their non-profit status. Individuals and for-profit entities are not eligible to apply.

Funding

The amount of funding made available for discretionary grants is established on July 1, the beginning of the County's fiscal year. While the Board of Commissioners strives to ensure that funds are available to award grants throughout the year, the program may be closed without notice if all available funds are expended prior to June 30, the end of the fiscal year.

While there are no established minimum or maximum amounts for grant requests, most awards are between \$1,000 and \$2,000. Awards above \$2,500 are uncommon.

Application

Applicants must complete and submit one copy of the Deschutes County Discretionary Grant application form and attach proof of the organization's non-profit status. The most competitive applications will contribute some resources toward the project budget, either in cash or in goods and services; however, a match is not specifically required.

Completed application packets should be mailed or sent via email to the following address:

Judith Ure
Deschutes County Department of Administrative Services
PO Box 6005
Bend, OR 97708-6005
judithu@deschutes.org

Timelines

Applications may be submitted at any time throughout the year; however, they are only reviewed on a quarterly basis as follows:

Date Application is Submitted	Timing of Review and Decision
Between July 1 and September 30	October
Between October 1 and December 31	January
Between January 1 and March 31	April
Between April 1 and June 30	July

As a result, applicants should prepare well in advance when making requests for date-specific projects or activities to ensure consideration prior to the event taking place.

Evaluation

Upon receipt, Deschutes County staff will initially screen applications for completeness. Incomplete applications will be returned to the applicant with a request for additional information. Copies of all applications received will be forwarded to the Board of County Commissioners for review quarterly as described above. Factors that will be considered during the review process include, but are not limited to, the merit of the proposed project or program, benefit to the community, organizational capacity, and alternative sources of funding which may be available to the applicant. Awards will also be dependent on the available balance remaining in the Video Lottery Fund at the time the application is reviewed.

Awards

All applicants will be notified by mail of the Board of Commissioners' decisions. At that time, successful applicants will receive further instructions describing how to receive the grant award.

Post-Award Requirements

Acknowledgement of Funding: If any public recognition is made related to the purpose for which the grant was received, such as in media announcements, marketing materials, advertising, or information campaigns, grant recipients must acknowledge support from the Deschutes County Discretionary Grant Program.

Final Report: Recipients will be required to submit a brief written report upon completion of the grant-funded project or activity that summarizes results and certifies that grant funds were used as intended.

Subject to Audit: To comply with restrictions on the use of public funds, recipients may be asked to furnish financial and accounting information for audit purposes.

Compliance: Grant recipients who do not comply with award requirements established by Deschutes County may be subject to repaying funds received and may become ineligible for future funding consideration.

Additional Information

For additional information about the Deschutes County Discretionary Grant Program, please contact Judith Ure, Management Analyst, by telephone at (541) 330-4627 or by e-mail at judithu@deschutes.org.



Deschutes County Board of Commissioners
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1300 NW Wall Street, Suite 200, Bend, OR
Telephone: 541-388-6571 Fax: 541-385-3202
Website: www.deschutes.org

**DESCHUTES COUNTY
DISCRETIONARY GRANT PROGRAM APPLICATION**

Today's Date: Project Name:

Project Beginning Date: Project End Date:

Amount Requested: Date Funds Needed:

Name of Applicant Organization:

Address:

City & Zip Code: Tax ID #:

Contact Name(s): Telephone #:

Fax #: Email Address:

On a separate sheet(s), please briefly answer the following questions:

1. Describe the applicant organization, including its purpose, leadership structure, and activities.
2. Describe the proposed project or activity.
3. Provide a timeline for completing the proposed project or activity.
4. Explain how the proposed project or activity will positively impact the community.
5. Identify the specific communities or groups that will benefit.
6. Describe how grant funds will be used and include the source and amounts of matching funds or in-kind contributions, if any. Itemize anticipated expenditures*.
7. If the grant will support an ongoing activity, explain how it will be funded in the future.

Attach:

Proof of the applicant organization's non-profit status.

* Applicant may be contacted during the review process and asked to provide a complete line item budget.