



# Portland Beavers & Portland Timbers Community Fund Eligibility and Guidelines

## **Eligibility Requirements**

The Portland Beavers & Portland Timbers Community Fund (PBPTCF) supports charitable, non-profit organizations, registered as a 501(c)(3) with tax-exempt status from the IRS, and that are located within one of the four surrounding counties of the Portland metro area; Multnomah, Washington, Clackamas, and Clark County in SW Washington. Grant seeking organizations must fall under one of the following areas of focus:

- Youth education, specifically the K-12 grade levels
- Youth baseball, softball and soccer related projects
- Childhood obesity
- Environmental awareness and activism with youth and families

The PBPTCF will not consider requests from individuals, private foundations, organizations that discriminate on the basis of race, class, gender, or national origin, organizations that support political campaigns or lobbyist groups, or fraternal or religiously affiliated organizations. The PBPTCF will only consider requests that are tied to a specific project and will not consider donations that will be used for annual appeals, debt reduction, endowment funds, legal expenses, or employee salaries.

## **Letter of Inquiry (LOI) Guidelines**

Organizations interested in receiving grant consideration from the PBPTCF, an advised fund of the Oregon Community Foundation (OCF), should send a LOI to the address below. Only organizations meeting the PBPTCF eligibility requirements will be considered.

Letters should not exceed one page in length and should include the following information:

- Brief description of your organization including, mission, history, region served, and type(s) of service provided.
- Purpose for which funds are being requested and factors contributing to the need for support.
- Summary of goals and who will benefit from the project. Include a description as to how the project fits into one of the PBPTCF areas of focus.
- Information on how you will measure success of the project.
- Proposed overall budget for project, amount of funding you will be requesting from the PBPTCF and the date funds are needed.
- Status of other sources of funding your organization has received or is seeking.
- Contact name, address, email, phone number and website, if applicable.
- Anything else you believe would be helpful in understanding your situation and scope of your request.

LOI are accepted at any time, however grants are only awarded three times per year (March, June and September), typically in the \$2,000-\$5,000 range with two \$10,000-\$15,000 grants distributed each year. Fundraising Matching Program information available upon request.

The review and approval process will take place the two months preceding granting, so please take that into account when determining the timing of funds needed. Please note the PBPTCF considers just one request per year from an organization. Letters should be mailed (no faxes or emails) to:

PBPTCF  
 1844 SW Morrison St.  
 Portland, OR 97205

All LOI will be acknowledged and invitations to submit full proposals will be requested from a select number of organizations. Unsolicited proposals will not be accepted.

**Grant Review Process Timeline**

Proposal Deadline*	Review & Site Visits	Grants Awarded
February 15	December 2009/January 2010	April/May
April 15	February/March 2010	June/July
July 15	April/May 2010	August/September

*\*NOTE: Proposal deadlines are for proposals only. LOI may be submitted at anytime; however, please allow at least one month for the review of a LOI.*

**LOI Review Process Timeline**

Review of LOI	Proposal Invitation	Proposal Deadline*
December 2009	January 15	February 15
February 2010	March 15	April 15
May 2010	June 15	July 15