

UMATILLA COUNTY COMMISSION ON CHILDREN AND FAMILIES  
PO Box 1125 Pendleton, OR 97801  
541 278 5486 /fax 541 278 5488

COMMUNITY PROJECT FUND  
**GRANT APPLICATION**

**SUBMIT TO:** UMATILLA COUNTY COMMISSION ON CHILDREN AND FAMILIES  
PO Box 1125  
Pendleton, OR 97801

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**WHAT IS THE COMMUNITY PROJECT FUND?**

The Umatilla County Commission on Children and Families (CCF) has set aside funds to help develop collaborative resources to fill anticipated yet unidentified community, youth, and children's needs. These funds may also be used to leverage other funds into services, advocacy and unique application projects for the children, youth and families of Umatilla County. The Community Project Fund (CPF) may be used, but are not limited to, to provide specialized service slots, seasonal program needs, small capital expenditures, service program staff training, community service club mentorships, business-school partnership services, specialized services to enhance the early intervention/developmental disability service system, to strategic planning done with partnerships of business, schools, and public entities.

Grant funding is available at two levels: (1) up to \$500 with at least a one-third match of non-CCF funds and/or in-kind resources. This means that the CPF request must be accompanied by cash and/or resources equal to or greater than one-third of the value of the request; and, (2) from \$501 to \$1,000 with an equal match of non-CCF funds and/or in-kind resources. This means that the CPF request must be accompanied by cash and/or in-kind resources matching the value of the request. Each funded applicant is expected to provide a report to the CCF at the completion of the activity.

The Community Project Fund will not provide funding to extend an existing CCF funded grant, will not allow for backfill of an existing CCF grant if a program loses a source of funding and will not generally allow for funding of a direct service program. No more than \$1,000 will be granted to a single project per biennium. Past funding does not guarantee future funding.

**WHO SHOULD APPLY?**

Any individual, school district, business or civic organization with a program that will fill an unidentified need or which needs to leverage other funds.

**WHEN SHOULD I APPLY?**

CPF grant applicants need to submit their requests well in advance of their need for funding to allow adequate time for review of their proposal. This means that requests must be submitted **at least** one month prior to the need for funds so that approved funds will be disbursed the month following approval. CCF will not approve funding after the event has occurred.

**APPLICATION PROCESS**

Application forms are available from the CCF office. Completed applications must be submitted to the CCF office **no later than the third Monday of the month**. The CCF Community Project Fund Committee evaluates and makes recommendations to the full Commission at its next regularly scheduled meeting, generally the first Wednesday of each month.

Grants are available to:

- > Public organizations
- > Educational institutions
- > Individuals
- > Private non-profit organizations
- > Governmental entities

Grants up to \$1,000 are available for:

- > Capital improvements
- > Projects with a limited time frame
- > One time only activities:
  - > to enhance, child, youth, and/or family education; or
  - > to enhance child, youth, and/or family health; or
  - > to enhance child, youth and/or family social functioning; or
  - > which demonstrate broad community support.
- > Student leadership and educational activities that increase youth understanding of community issues and/or education attainment
- > Individual student leadership and educational activity funds are available at a maximum of 50% of request up to a maximum amount of \$500.00 per student with the intent to provide activity funds
- > Projects that address a strategy and a benchmark in the Commission's Comprehensive Plan
- > Projects that meet the needs of diverse populations

CCF Benchmarks:

1. Increase the percentage of children entering kindergarten meeting specific developmental standards for their age: cognitive, language, and literacy, physical well-being, social/emotional needs.
2. Decrease the number of children abused or neglected.
3. Reduce the juvenile crime rate.
4. Increase the high school graduation rate.
5. Decrease the teen pregnancy rate.
6. Increase the percentage of families who are able to care for their own children
7. Decrease the number of homeless/runaway youth.
8. Increase the number of identified childcare slots.
9. Increase the percent of students free from alcohol, tobacco, and other drugs.
10. Increase the percent of babies whose mothers receive adequate prenatal care.
11. Increase the percent of families living above the poverty level.

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Mission: *To provide a better life, in a safer environment, for children and families in Umatilla County. To ensure that needed services, resources and opportunities are available to children and families.*"

COMMUNITY PROJECT FUND

**GRANT APPLICATION**

All sections of the grant application must be completed.

**PROGRAM PROPOSAL**

Answer all questions and complete all forms provided. Incomplete applications will be returned without review.

1. Provide a narrative description of the proposed program.
2. Explain the unmet children and youth community need which prompted the writing of this application, including any supportive data.
3. Identify what age groups and what area will be served by this project.
4. Describe how this project could or will coordinate with existing services.
5. Attach the completed Strategy and Anticipated Outcomes form.
6. Attach the completed budget document form.
7. Sign Statement of Assurance page.

The CPF Committee will screen proposals and make a recommendation to the full CCF based on the following:

- extent to which the proposal has direction and purpose.
- stated need or problem is relevant and meaningful.
- described outcome fits with the mission of the CCF.

All applicants will be notified in writing regarding the funding of their request.

**1. PROVIDE A NARRATIVE DESCRIPTION OF THE PROPOSED PROGRAM.**

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**2. EXPLAIN THE UNMET CHILDREN AND YOUTH COMMUNITY NEED WHICH PROMPTED THE WRITING OF THIS APPLICATION, INCLUDING ANY SUPPORTIVE DATA.**

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**3. IDENTIFY WHAT AGE GROUPS AND WHAT AREA WILL BE SERVED BY THIS PROJECT.**

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**4. DESCRIBE HOW THIS PROJECT COULD OR WILL COORDINATE WITH EXISTING SERVICES.**

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**5. STRATEGY AND ANTICIPATED OUTCOMES**

Who is the service provider? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What type of activity will the grant accomplish? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

When is funding needed? \_\_\_\_\_

What resources of cash and/or in-kind have you received? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total cost of activity?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Does your program receive any other funding from CCF? \_\_\_yes \_\_\_no ?

\*\*Please contact the Commission office if you would like to make a short presentation on your program's request.

**6. PROJECT BUDGET** (Match and In-Kind sources of income for this project. Do not include personnel costs in this section.)

	\$ _____
	\$ _____
	\$ _____
	\$ _____

Personnel Costs <small>(Salary and Wages, Benefits, Contracted Services/Consultants)</small>	Requested	Other	Total
		TOTAL	_____

Non Personnel <small>(Rent, Equipment and Supplies, Travel, Etc.)</small>	Requested	Other	Total
		TOTAL	_____

**Summary:**

Total requested from Community Project Fund	\$ _____
Total of Match and In-Kind Revenue	\$ _____
Total Project Budget	\$ _____

**7. Statement of Assurances**

The undersigned attest that the information provided to determine eligibility is true and accurate to the best of his/her knowledge.

The undersigned further attests that s/he has the authority and/or responsibility to represent his/her organization in all phases of the Proposal process.

Finally, the undersigned understands that any false or substantially incorrect statement may disqualify the proposal from further consideration or be cause for termination of any further contract.

If this project is selected for funding, the undersigned provides assurances on behalf of his/her organization that the organization will comply with the conditions in its contract with Umatilla County. The organization will also comply with all applicable Local, County, State and Federal statutes, rules, and funding criteria governing service facilities and operations. Finally, the organization will submit all required reports, documents, and forms within the allotted time for their submission.

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Signature

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Date

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Type/Print Name and Title

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Type/Print Name of Organization

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Tax ID #

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Address

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Contact Phone Number