



Portland Timbers Community Fund Eligibility and Guidelines

Eligibility Requirements

The Portland Timbers Community Fund (PTCF) 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
- Youth sports
- Youth health and fitness
- Environmental awareness and activism with youth and families

The PTCF 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 PTCF 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 PTCF, an advised fund of the Oregon Community Foundation (OCF), should send a LOI to the address below. Only organizations meeting the PTCF 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 PTCF 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 PTCF 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 a few \$10,000-\$15,000 grants distributed each year.

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

PTCF
1844 SW Morrison St.
Portland, OR 97205

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

Review Process Timeline for 2012 Grants:

Submit LOI By	Proposal Invitation Sent	Proposal Deadline	Grantees Awarded
January 23	February 6	March 1	March
April 23	May 7	June 1	June
July 23	August 6	September 1	September