



# OREGON TRAIL COMMUNITY FOUNDATION

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## Grant Application Requirements & Policies

The Oregon Trail Community Foundation is a benevolent community trust organized under the laws of the State of Nebraska for the benefit of the citizens of western Nebraska and Goshen and Platte Counties in eastern Wyoming.

### REQUIRED INFORMATION

Grant Application pages must be filled out and submitted with all the requested materials, information and copies as noted here. Incomplete applications will be returned without consideration. **Deadlines for application are: February 1, June 1, and October 1 of each calendar year. Applications WILL NOT be reviewed from outside the Panhandle of Nebraska and Goshen and Platte Counties in eastern Wyoming. A MASTER HARD COPY, NINE COPIES FOR DISTRIBUTION TO THE COMMITTEE and A PDF DIGITAL COPY\* are required and should contain the following information:**

1. Oregon Trail Community Foundation Grant application, completed in full
2. A copy of the Internal Revenue Service letter of declaration establishing tax exempt or nonprofit status (include with master copy only)
3. A copy of the most recent year's Form 990 (include with master copy only)
4. Any supporting material pertinent to the grant request

\***Please email completed digital grant application to: [info@otcf.org](mailto:info@otcf.org).** Hard copies of Grant Application can be dropped off to our office at 416 Valley View Drive, Suite #700, Scottsbluff, NE during regular business hours, or mailed to OTCF, PO Box 1344, Scottsbluff, NE 69363-1344

### POLICY AND PROCEDURE

- A. Requests for grants will be considered for the current calendar year. OTCF will not consider recurring grant requests. Historically, it has been a policy of the OTCF Board of Directors that grants will not be awarded for payment of operating expenses, one-time programs or items short term in nature.
- B. Applications may be filed at any time, but as a rule, meetings of the Board of Directors are held bimonthly during the year. The Grants Committee will meet in February, June and October to review applications submitted on the first of the month.
- C. All grant requests are submitted by application and evaluated from the standpoint of meeting the policies and purposes of the Oregon Trail Community Foundation. The OTCF Grants Committee and/or the Board of Directors may, for any reason, request additional information of the applicant for grant of funds.
- D. All grant recipients must complete the project within a year of the date the grant is given or arrange to give progress reports if it takes longer than one year.
- E. All grant recipients must credit OTCF for support of their project in all publicity generated, at the project itself, and on all printed materials. OTCF can formulate any policy and/or condition it deems necessary on a selective grant-by-grant basis.
- F. When an application has been acted upon, the applicant will be notified as soon as possible.
- G. If a grant is approved, a plan for distribution of the proceeds will be developed and confirmed by letter. OTCF can formulate any policy and/or condition it deems necessary on a selective grant-by-grant basis to ensure that an approved project meets the OTCF Statement of Purposes.
- H. Acceptance of the grant funds from Oregon Trail Community Foundation constitutes agreement with any and all policies, procedures, and conditions.

### FUNDS

The funds for the Oregon Trail Community Foundation, Inc. are made possible from endowments, special gifts and contributions from generous individuals and businesses whose interest is to better the community through giving.