

EAST CASCADES AUDUBON SOCIETY
GRANT MAKING PROGRAM

The East Cascades Audubon Society (ECAS) has adopted a policy, available on our website <http://ecaudubon.org>, regarding how the Laughrige Funds may be utilized. The policy enables ECAS to offer grants using funds received from this bequest. Please read this information describing our policy before applying for an ECAS grant.

- The Board must specifically approve expenditures of Laughrige funds and must allocate those expenditures to specific projects.
- Grants of Laughrige funds may be made to public schools, section 501(c)(3) organizations, and government agencies. In addition, funds may be used for projects established by ECAS.
- Grant requests must be consistent with ECAS' exempt purpose of furthering bird study and conservation through engaging the public in volunteer field studies, through educational programs, or by supporting projects that restore avian habitat or further the knowledge and appreciation of birds and their habitat.
- Grant requests must be focused on activities or projects within Oregon east of the Cascades.
- We do not accept grant requests for fundraising projects, or for administrative salaries or overhead. We do consider requests for grants to pay independent contractors or staff engaged in research or other activities consistent with our tax exempt purpose. We also reimburse travel and similar expenses for volunteers.
- Our grants are restricted: the grant must either be used for the purpose specified in our grant or returned to ECAS.
- We may request a site visit to your facility or field location.
- ECAS requires a project report or presentation within fifteen months of the grant date.

If you have questions about our policy, you may contact any officer of the ECAS Executive Committee listed on the ECAS website.

(This page revised 11/21)

EAST CASCADES AUDUBON SOCIETY
EAST CASCADES AUDUBON SOCIETY LAUGHRIE GRANT REQUEST
GUIDELINES

SUBMITTING YOUR REQUEST:

1. The ECAS Grant Application Form is writeable and can be downloaded.
2. Complete the Form and attach:
 - a) A letter (two pages maximum) on your school or organization's letterhead describing your mission, project goal, timeline, and request for a specific dollar amount, as well as how the project serves ECAS' exempt purpose.
 - b) A budget breakdown (one page maximum) for your request.
 - c) If you are a non-profit organization, a copy of your latest IRS section 501(c)(3) determination letter or if you are a school, a letter of support from the appropriate school administrator.
3. Mail your application to ECAS, P.O. Box 565, Bend, OR 97709 or attach the documents and send to Mary Oppenheimer at meoppen@icloud.com.

You will receive an email acknowledging that your request has been received. Within approximately two weeks you will be notified if your request has been accepted for consideration. We may ask you to supply additional information about your organization or proposal, such as a list of directors, project leaders, and participants or other additional sources of support.

If you have questions about our grant policy or application process, please contact any member of the ECAS Board at ecaudubon@gmail.com.

Please follow these guidelines carefully. Good luck with your project!

EAST CASCADES AUDUBON SOCIETY
GRANT APPLICATION FORM

This form must accompany your grant request. Please do not alter it.

ORGANIZATION OR SCHOOL NAME:

MAILING ADDRESS:

CONTACT PERSON AND TITLE:

WEBSITE:

PHONE:

EMAIL:

AMOUNT REQUESTED:

BRIEF DESCRIPTION OF REQUEST:

LOCATION WHERE PROJECT WILL OCCUR:

IRS determination letter for 501(c)(3) status or letter of sponsorship from school enclosed.

If you are a 501(c)(3) organization, please provide from your 990, 990-EZ, or financial statements:

Total Assets at fiscal year end: _____

Income from all sources last fiscal year: _____

Total expenses last fiscal year: _____

Total program expenses last fiscal year: _____

For office use only -- please do not write in this section.

Date grant request received:

request accepted for consideration

request not accepted for consideration/returned

Reason: _____

Barring any need for additional information the Grant request will be considered at the next regularly scheduled ECAS Board meeting following receipt of the application.