

# **Deschutes County Discretionary Grant Program**

## **Funding Guidelines**

Each of the three Deschutes County Commissioners may recommend approval of discretionary grants to qualified non-profit agencies for projects or activities that benefit the community. Discretionary grants are made available through the Video Lottery Fund, which is supported by state lottery proceeds.

### **Purpose**

Discretionary grants are intended to assist eligible organizations with specific, short-term projects or activities which positively impact either a specific community within Deschutes County or the County at large. A wide range of pursuits may be eligible for funding, including, but not limited to, job creation, education and training, social and human services, cultural tourism, and natural resource management. Deschutes County discourages requests for ongoing operational funding that cannot be sustained beyond the grant period.

### **Eligibility**

Applicants for Discretionary Grants must be non-profit organizations or publicly funded agencies that serve populations within Deschutes County. Although a 501(c)(3) classification is not required, applicants must be able to document their non-profit status. Individuals and for-profit entities are not eligible to apply.

### **Funding**

The amount of funding made available for discretionary grants is established on July 1, the beginning of the County's fiscal year. The Board of Commissioners will review and allocate grant requests twice a year. Fall grant requests are due by October 1 and Spring grant requests will be due by April 1 each year. Please submit requests using the online application portal.

Grant requests should not exceed \$2,000.

### **Application**

Applicants must complete the Deschutes County Discretionary Grant application using the online portal, including uploading proof of the organization's non-profit status. The most competitive applications will contribute some resources toward the project budget, either in cash or in goods and services; however, a match is not specifically required.

The online application portal can be found here:

<https://weblink.deschutes.org/Forms/discretionarygrantapplication>

## **Timelines**

Applications may be submitted at any time throughout the year; however, they are only reviewed twice a year - once in the Fall and once in the Spring. All grant requests received by October 1 will be considered by the Commissioners in the Fall grant request review and all applications received by April 1 will be considered in the Spring grant request review. The Fall applications will be reviewed and allocations determined in November and the Spring applications will be reviewed and allocations determined in May.

As a result, applicants should prepare well in advance when making requests for date-specific projects or activities to ensure consideration prior to the event taking place.

## **Evaluation**

Upon receipt, Deschutes County staff will initially screen applications for completeness. Incomplete applications will be returned to the applicant with a request for additional information. Copies of all applications received will be forwarded to the Board of County Commissioners for review. Factors that will be considered during the review process include, but are not limited to, the merit of the proposed project or program, benefit to the community, organizational capacity, and alternative sources of funding which may be available to the applicant. Awards will also be dependent on the available balance in the Video Lottery Fund.

## **Awards**

All applicants will be notified by email of the Board of Commissioners' decisions. At that time, successful applicants will receive further instructions describing how to receive the grant award.

## **Post-Award Requirements**

***Acknowledgement of Funding:*** If any public recognition is made related to the purpose for which the grant was received, such as in media announcements, marketing materials, advertising, or information campaigns, grant recipients must acknowledge support from the Deschutes County Discretionary Grant Program.

***Final Report:*** Recipients will be required to submit a brief written report upon completion of the grant-funded project or activity that summarizes results and certifies that grant funds were used as intended.

***Subject to Audit:*** To comply with restrictions on the use of public funds, recipients may be asked to furnish financial and accounting information for audit purposes.

***Compliance:*** Grant recipients who do not comply with award requirements established by Deschutes County may be subject to repaying funds received and may become ineligible for future funding consideration.

## **Additional Information**

For additional information about the Deschutes County Discretionary Grant Program, please send an e-mail to [grants@deschutes.org](mailto:grants@deschutes.org).