

THE PROCESS FOR REQUESTING A DONATION FROM THE OCF BOARD OF DIRECTORS

(page 1: the information)

Our intention: *The Oregon Country Fair creates events and experiences that nourish the spirit, explore living artfully and authentically on Earth, and transform culture in magical, joyous and healthy ways.*

Our goals: *The Oregon Country Fair strives to honor community diversity, care for the earth, support arts and performance, create participatory experiences for youth and elders, develop a healthy spirit of volunteerism, foster effective communication and make community outreach and philanthropy a priority.*

The Oregon Country Fair Board of Directors sets aside funds each year that are made available, at the discretion of the Board, to help with special or unique needs of non-profit organizations. Certain eligibility limitations have been established either by regulation or by OCF policy:

- The applicant should be registered as a 501(c)3 non-profit.
- The applicant may be eligible if aligned with a registered non-profit.
- The purpose of the request should support OCF values and goals.
- Donations are generally limited to \$500 or less.
- A donation is generally limited to once per year and to three consecutive years.
- The OCF restricts all political donations as provided by law.

The steps in the process:

- 1) Send your application to the Oregon Country Fair, addressed to the Board of Directors. It will be distributed to the Board members and officers.
- 2) Wait to hear from the Board Secretary who will inform you if a Board member has agreed to bring your request forward. This may take one or two months. If there is no support by a Board member, the Board Secretary will let you know.
- 3) If a Board member agrees to support your request, the Board Secretary will invite you, or your representative, to appear at a regular Board meeting to briefly outline your request and take questions. The OCF Board of Directors meets the first Monday of most months except for holidays. June and July are often too busy for donation business.
- 4) If your request is approved by the Board, your check will be sent from the Oregon Country Fair office within a week of your presentation.

Requests are most likely to be granted if they are consistent with the Fair's values and goals. Not all requests are successful but the Board tries to be generous and tries to support programs and groups that work for positive social change and provide service for those in need. Good luck!

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(page 2: the application)

Please respond to all the following items.

You may use this form or compose your responses in a letter or an e-mail.

Please identify the non-profit organization that will be receiving the donation if awarded, the IRS tax number (EIN), and the group who will use the donation (if different than the registered non-profit).

Specify the amount requested and if you have received an OCF Board donation in the past.

Describe your mission, the purpose for your request and how the funds will be used.

Please indicate who will receive the direct benefit of the funds.

How does your request fit with the values and goals of the OCF?

How did you arrive at the decision to approach the OCF for these funds?

All Board members are given a copy of your request. If one of them offers to support your request it will be added to the Board's business agenda. If you have talked with a Board member and already have their support for your request, please indicate who.

Please provide your name, phone number, e-mail and mail addresses.
