



# 2023 Grant Guidelines

## Overview

The Leland J. and Dorothy H. Olson Charitable Foundation (The Olson Foundation) is a family foundation that seeks to transform the lives of people in Omaha, NE and Stanwood, WA and their surrounding communities by funding transformational, high-impact projects. Our mission is to develop relations with organizations that serve local needs in education, family, health and wellness, enrichment and environment. Our annual goal is to award several grants in various dollar amounts.

The Olson Foundation's funding cycle runs from **January 1st to December 31st**. The exact amount of funds available for awards in any given year will vary. The number of grants offered each year will vary.

Individual Olson Foundation Grant Committee members can not alter these guidelines. Any questions about the grant guidelines must be submitted in writing to [grants@Olsonfoundation.org](mailto:grants@Olsonfoundation.org).

The Olson Foundation has two grant programs, **Small Grants** and **Large Grants**. The following guidelines apply to both grant programs.

## Eligibility

The Olson Foundation accepts grant applications from any organization recognized as tax-exempt under Section 501(c) (3) of the Internal Revenue Code. Organizations must be based in Omaha, NE and surrounding communities or Stanwood, WA and surrounding communities. The Stanwood surrounding areas served are **Snohomish, Skagit and King County** in order of focused importance. Interested organizations outside these counties must contact The Olson Foundation and get board approval before being considered. Organizations that are a local chapter of a state or national charity serving residents of Omaha, NE and surrounding communities and Stanwood, WA and surrounding communities may apply. An organization may only apply once a year and can only apply for a Small Grant or a Large Grant, i.e., an organization can not apply for both a Small Grant or Large Grant in the same year. If an organization consists of several corporations, each individual corporation cannot apply for a grant.

Established or new programs meeting the grant criteria are equally considered for funding.

## Key Requirements

- o Project must be implemented in and serve residents of Omaha, NE and surrounding communities or Stanwood, WA and surrounding communities.
- o Grant recipients agree to provide interim progress reports and a final report to a designee of The Olson Foundation.
- o Grant applicants select a Focus Area that describes their grant Program/project.
- o The organization and the proposed program/project is in line with The Olson Foundation's Focus Areas listed in the next section. We have also included a list of things that The Olson Foundation does not fund for your reference.

## Focus Areas

Non-profit organizations submit their applications under a specific focus area.

- o **Education:** Projects and initiatives essential to improving the educational process or improving access to education for children and/or adults.
- o **Family:** Projects and initiatives that strengthen and enhance the lives of children and families.
- o **Health:** Projects and initiatives that are essential to strengthening and enhancing segments of the community with significant economic, educational, social, and physical needs.
- o **Environment:** Programs and initiatives essential to protecting, promoting, and educating our community about the environment and its preservation. By conserving and celebrating the many facets of life, these programs promote positive change that encompasses and embraces all realms of life.

The Olson Foundation reserves the right to change the focus area designation of any application during the review process.

## The Olson Foundation does not fund the following:

- o Describing the use of funds as “general operating expenses” instead of providing specifics about the use of funds.
- o General administration costs or overhead except for up to 15% of the proposed program/project
- o Debt reduction or operational deficits
- o Grants to specific individuals
- o Endowment or memorial funding
- o Interim or bridge funding
- o Partisan, legislative, or political activities
- o Fraternal, sectarian, and religious organizations where the grant is intended for the principal benefit of the organization’s own members or adherents, or where the grant is intended for inherently religious activities
- o Private foundations
- o Legal expenses incurred in any action by or against the organization General construction or renovation (unrelated to a specific proposed project)
- o Projects that discriminate against race, religion, creed, or sexual orientation.
- o Fund drives or annual appeals
- o General capital campaigns
- o Advertising (unrelated to a specific proposed project)
- o Pass Thru Organizations – organizations that raise funds and then distribute the funds to other non-profit organizations.

The Olson Foundation’s guidelines are continuing to evolve. The Olson Foundation reserves the right to change grant award criteria without prior notice at any time. The above guidelines apply to both the Small and Large Grant programs. Please see the [Small Grant Application](#) or the [Large Grant Application](#) for further information on applying for a grant.

## Small Grant Application

Please read this page and the guidelines completely before starting the grant process to fully ensure you meet the requirements and to better the information we receive in the hope of awarding your organization a grant from The Olson Foundation.

The Olson Foundation will be awarding the Small Grant Program on a once yearly basis. A Small Grant is a one year grant from **\$10,000 to \$35,000**. The information in the Small and Large Grant Guidelines applies to a Small Grant.

The Small Grant **Application due date is Thursday, June 1st, 2023**. Applicants will be notified by **Thursday, August 31st, 2023** whether a grant was awarded or denied.

The Olson Grant Committee reviews each application. We evaluate several things:

1. How well does the organization's mission align with our mission?
2. Is the proposed project/program reasonable, needed, realistic, and well planned?
3. Does the project/program serve an underserved population?
4. How much impact on the community will the project/program have?
5. How does funding this project/program compare to the other proposals?
6. Committee members may also review the organization's web site or call the organization.

The funds from these grants must be spent within twelve months of receipt.

Individual Olson Grant Committee members can not alter these guidelines. Any questions about the grant guidelines must be submitted in writing to [Grants@Olsonfoundation.org](mailto:Grants@Olsonfoundation.org).

The Small Grant Application has been updated for 2023 which includes an online registration and application electronic submittal process. Please visit the [Small Grant Application, 2023 online application](#) in order to register, complete, and submit a Small Grant for 2023.

## 2023 LARGE GRANT PROGRAM

# Large Grant Application

Please read this page and the guidelines completely before starting the grant process to fully ensure you meet the requirements and to better the information we receive in hopes of awarding a grant from The Olson Foundation.

A Large Grant is a one, two, or three year grant from **\$50,000** to **\$150,000** per year. The information in the Small and Large Grant Guidelines applies to a Large Grant. The initial step to apply for a Large Grant is to submit a Letter of Intent (LOI). The LOI is due **Sunday, May 1st, 2023 by 4:00PM CST**. Invitations will be sent by Thursday, June 16th, 2021 and organizations that did not qualify for an invitation will be notified. **Grants will be awarded by Thursday, October 20th, 2023**. The money is to be spent in the following calendar year.

The Olson Foundation strongly prefers one year grants. Organizations that request multi-year funding must justify their request by identifying the necessity of multi-year funding. An organization desiring stable funding is not a qualifying reason for a multi-year request.

Organizations requesting funding for an established program, which it is not changing, **cannot** request multi-year funding. Additionally, funding for an established program must present data from that program that demonstrates the success of that program.

The Large Grant Application has been updated for 2023 which includes an online registration and application electronic submittal process. Please visit the [Large Grant Application, 2023 online application](#) in order to register, complete, and submit a LOI for 2023.

## Collaboration

The Olson Foundation encourages non-profit organizations to collaborate with one another and with other individuals and entities in developing and providing transformational projects.

A collaborative relationship is one between two or more non-profit organizations that lowers costs and/or increases gains for those served by their programs. When two or more organizations collaborate, they align their missions and activities to achieve a common goal. A collaboration also meaningfully changes the way participating organizations do business for the long-term and requires Board involvement at a high-level, strategic activity.

If an organization's LOI is accepted, as part of the application process, the program description in the grant application must clearly explain the role of the collaborating organization(s). The program budget must indicate the collaborating organization's compensation. A signed certification and a letter of collaboration summarizing each collaborator's role are required from the collaborating organization. The lead partner in a collaborative project takes responsibility for completing the application and shepherding the application through The Olson Foundation's grant process. The lead agency's organizational, financial and IRS data will be examined as part of the application process. All grant funds will be payable to and administered by the lead partner. If the applicant is awarded a grant, the lead partner also manages the grant's project and ensures it is completed per The Olson Foundation's requirements.

It is also possible and acceptable that an additional organization(s) or individual(s) work on the project as a service provider or partner rather than a full collaborator. This relationship should be fully described and a letter of participation included in the application.

Being part of a collaborative effort does not exclude your non-profit organization from submitting another grant application for its own project.

## 2023 LARGE GRANT PROGRAM

### **Matching Funds**

Matching funds is another method to demonstrate collaboration. Matching funds are funds (cash or in-kind) your non-profit organization raises from other sources and the funds are used to support the grant project. The Olson Foundation will view a grant project that also generates matching funds as a stronger project than a grant project that does not generate matching funds.

If a grant project does not generate matching funds, it does not exclude your non-profit from submitting an application.



## Evaluation Criteria

The members of The Olson Foundation evaluate grant applications per the criteria listed below.

### Is the project transformational?

Transformational projects solve a problem, satisfy a need or create an opportunity for strategic change. People involved in transformational projects look at the big picture to see a productive approach to change. This often means looking beyond the natural borders of their organization to find new ways to work with others to solve the problem, address needs, or capitalize on opportunities. The process for conceptualizing the transformational project includes several steps:

- o Identify the wider need or the strategic issue to be addressed;
- o Identify and explain change created by the project;
- o Create project objectives;
- o Describe the impact the project will create; and,
- o Identify ways to measure the success of the project.

### Does the project have high impact?

High impact projects significantly influence our community and can be achieved in a variety of ways, such as:

- o Enabling an organization to affect a large group of people;
- o Changing the way an organization addresses its mission resulting in a fundamental shift in how it provides services to its stakeholders;
- o Creating new collaborations with other organizations to address a broader spectrum of the community; or,
- o Directly affecting a small group of people which results in significant change that will have wider implications for the community.

## Does the data and descriptions in the LOI fit with the project?

Local data describing the project's need or the population served is the best data. Providing national data on a particular need does not help us understand the local need your project is trying to solve.

## Is the project sustainable?

The Olson Foundation grant funds must be expended in the timeframe requested in the LOI. In many circumstances your project won't resolve the issue, so, describe how you have affected the issue, including how the program will continue after The Olson Foundation funding has ended.

## Does the non-profit organization submitting the application have the strength and capability to successfully administer the grant?

The project supports the organization's mission and strategic plan. The organization's Board of Directors and administrators provide effective operational and fiscal leadership. The members of the Board of Directors reflect a range of capabilities commensurate with the needs of the organization. The members of the Board of Directors support the work of the organization both behaviorally and financially. The organization is financially stable. The organization conducts effective annual fundraising. The staff positions indicated for the program are realistic. Additionally, is the amount of money requested reasonable for the project and the organization.

## Additional Items Considered:

- o How well does the organization's mission align with our mission
- o Is the proposed project/program reasonable, needed, realistic, and well planned
- o Does the project/program serve an underserved population
- o How does funding this project/program compare to the other proposals
- o Committee members may also review the organization's web site or call the organization.

## Review Process – Letter of Intent

- o **The Grant LOI** is available on The Olson Foundation website and must be submitted online by the submission deadline: **Monday, May 1st, 2023 at 4:00 PM CST.**
- o **Initial review:** The Olson Foundation leadership will conduct an initial review of the LOIs and contact applicants with questions or requests for information.
- o **Application Invitations:** The Olson Foundation Grant Committee evaluates each LOI using the criteria listed above. The reviews are conducted in May and June. By **Friday, June 16th, 2023** applicants will be either invited to complete an application or notified that their LOI is not accepted.

**The Large Grant Application** is due **Thursday, August 31st, 2023 at 4:00 P.M. CST.** The Olson Grant Committee will review these applications using the evaluation criteria stated above. In September and October the Committee will make site visits. Grants will be awarded by **Friday, October 20th, 2023**

Please visit the [Large Grant Application, 2023 online application](#) in order to register, complete, and submit a LOI for 2023.

## **FAQ**

## **Supporting Links**

[What We Do](#)

[Apply For Grant](#)