



## Heart of the Valley Running Club Community Grant Policy



The Heart of the Valley (HOTV) Runners is an organization made up of road and trail runners from in and around Corvallis, Oregon. We support and encourage running as a way to improve the health and well-being of our community.

**Who is eligible?** Non-profit community organizations, including elementary and secondary schools, in Corvallis and surrounding areas in the valley that promote running/walking as healthy activities are eligible to apply.

**What is the award?** The grant may fund program materials including uniforms and equipment purchases, as well as marketing materials to inform the community about the program. Applicants are encouraged to contact the HOTV Board early in the application process if unsure whether an item is eligible for funding. The grant will be offered twice a year and will coincide with the start of track and cross country seasons. The total amount available for each grant cycle will be determined by the Board. There will be no upper limit on an individual request, as long as it does not exceed the total amount available. However, the Board's preference is to give out several smaller awards rather than a single large award. The Board reserves the right to withhold the awards in any given grant period if the funds are not available or none of the submitted applications qualify in the opinion of the Board.

Examples of past requests that HOTV has funded:

- 8-lane timer used by Linus Pauling Middle School, HOTV All-comers Meet, and Boys and Girls Club Track and Field (\$500)
- Bark chips and ribbons for Adams in Motion and Hoover elementary school running programs (\$500 to each school)
- Canopies for Corvallis High School and Philomath Middle School cross-country programs (\$750 to each school)
- High jump standards for Corvallis High School (\$750)
- Ribbons for Corvallis Elementary School All-comers meet (\$300)
- Reflective vests for Linus Pauling Middle School off-season running program (\$200)

**Application Process:** A fillable grant application form will be available on the HOTV website that can be emailed to [hotvrunners@gmail.com](mailto:hotvrunners@gmail.com). Alternatively, a hardcopy application may be sent to Heart of the Valley Runners, PO Box 1383, Corvallis, OR 97330. Regardless of application method, applications must be received by 11:59 pm on the grant deadline to be eligible for that grant cycle. The Board reserves the right to reject late or incomplete applications. Applicants will be notified of the results within 8 weeks after each deadline. At the Board's discretion, emergency requests outside of the regular grant cycle may be considered.

The application will contain applicant information (organization name, contact information, organization tax-free number), a description of the request, and a budget detailing any single expense greater than \$25 with a short justification.

Once the grant is awarded and the non-profit status of the applicant organization is confirmed, a check for the total amount will be mailed to the applicant organization. By accepting the check the applicant agrees that the funds will be utilized only for the purpose described in the applications, and the funds will be fully disbursed within 1 year of receipt.

HOTV does not require, but encourages acknowledgement on grant-supported purchases where appropriate. HOTV requests a photo of the organization and brief description of the funded event or purchase that can be used for promotional purposes as a condition of the award. In order to be eligible for future funding opportunities, an organization must report back to HOTV on how funds were spent within 1 year of receipt.