

Sherwood Trust's Vision

Everyone in the Walla Walla Valley has a sense of belonging and contributes to a thriving region. Sherwood Trust serves as a catalyst for building capacity, creating a cohesive, vibrant community.

This vision, adopted in 2017, is consistent with the strategic philanthropic approach that guided Donald and Virginia Sherwood during their lifetimes and the bright future they envisioned for the Walla Walla Valley when they established Sherwood Trust a private foundation in 1991. We seek to honor their legacy of a lifetime of contributions to this region by being effective stewards of their funding and by promoting the principles that guided the Sherwoods' giving. A few of those principles follow:

- Private philanthropy should be a strategic activity; it is not charity. It demands the seriousness of a long-term investment and requires stringent underwriting to insure that the recipient is an effective organization and the proposed grant will achieve measurable results.
- Private philanthropy is profoundly different from what government does. It is free to take risks, create incentives, demand accountability, and explore initiatives in ways in which government is restrained from doing. It should be driven by an entrepreneurial spirit to focus on specific solutions with the expectation of achieving set goals and real results in a timely manner.
- Effective giving requires recipients to be as tough-minded and independent as their donors, insisting on strong leadership, competent management, successful innovation, and actual results rather than merely intentions voiced and services rendered.
- Effectiveness is the principle criterion of Sherwood Trust in approving grants and favors nonprofit organizations with a successful record of accomplishing results. It also favors nonprofit organizations that focus on discrete, tangible problems and set achievable, measurable goals that lead to solutions rather than try to solve broad, intractable social problems.
- The role of Sherwood Trust is to encourage and promote, rather than dictate, nonprofit organizations to adopt the best ideas from the private sector or from other nonprofit organizations with a demonstrated record of success.

It is these principles and our core values – collaboration, empathy, equality, excellence, integrity, and sustainability – that will endure and continue to drive Sherwood Trust, while its strategies and operating procedures endlessly adapt to a changing world.

Grant Investment Strategies

We believe that our region's greatest assets are its people, and we seek to invest in local people working together to solve local problems. We contribute our resources to support area residents committed to building a stronger community and creating a higher quality of life for all.

Sherwood Trust frames its grantmaking by the areas listed below. Sherwood Trust seeks to be catalytic in its funding, making investments that will be transformative to the organization or our community, not merely transactional. Competitive grant proposals will fall into at least one of these categories:

Resilient Organizations – supporting nonprofits that have a track record of strong executive and board leadership and sound management of all nonprofit resources (financial, physical, and human resources), or that are determined to further develop these internal capacities, with proposals to enhance their organization’s sustainability.

Diversity, Equity, and Inclusion – initiatives to promote and strengthen cross-cultural and inclusive engagement in our region to build a more cohesive community, including support to organizations led by underrepresented groups or support for organizations determined to build their internal capacity to implement DEI best practices.

- Sherwood Trust values each individual and their *diversity* of perspectives and life experience. In a thriving region, all lives have equal value with a voice at the table to support and care for one another and the well-being of the whole community.
- Sherwood Trusts seeks to improve *equity* by promoting justice, impartiality, and fairness within the procedures and processes of institutions and systems and their distribution of resources.
- Sherwood Trust promotes *inclusion* to ensure individuals with different perspectives and backgrounds are welcomed and able to participate fully in achieving a thriving region.

Community Collaboration – support for groups seeking to work together on a common project or grant requests that are the result of an inclusive collaboration, particularly those that would have widespread benefit to the region, meet an unmet community need, or benefit an underserved population. Requests will need to demonstrate a goal of addressing a discrete, tangible problem and set achievable, measurable goals that lead to solutions. Co-applications are welcome.

Civic Engagement - initiatives that help people be active participants in building and strengthening their communities, whether defined as a place or a shared identity or interest. Requests should promote the values of transparency, nonpartisanship, and participation and create agency and power in people, particularly those most affected in a community or by an issue. Requests may include advocacy activities in accordance with applicable IRS regulations; contact us for more information.

SHERWOOD TRUST GRANTS

Sherwood Trust oversees three grant programs. Each have their own timelines, processes, and guidelines, as noted below.

Grant Type	Grant Amount	Application Process	Award Timeline
Core Grants	Over \$20,000	Applications due March 1	Awarded in June
Impact Grants	\$5,000-\$20,000	Letters of Interest due March 1	Awarded in May
Operating Awards	\$1,000-5,000	Application by invitation, due March 1	Awarded in March

Core Grant Guidelines and Application Process

Sherwood Trust Core Grants are the majority of our funding in a given year. These proposals seek to invest in an organization’s or group’s top priority and are subject to the guidelines below. Applicants are strongly encouraged to discuss their proposal with Sherwood Trust in advance of submitting a request to ensure the project meets Sherwood Trust’s guidelines.

To be eligible, Core Grant Applications must:

- Support charitable activities that contribute to the implementation of Sherwood Trust's vision and investment strategies with organizations or communities in the Walla Walla Valley, defined as extending from Dayton, Washington to Milton-Freewater, Oregon.
- Be submitted by or with an organization in the Walla Walla Valley.
- Benefit tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code or a government entity; Sherwood Trust does not make grants to individuals. Sherwood Trust accepts applications from fiscal sponsors that become the grantee and receive the funding, if awarded.
- If submitted by a nonprofit organization, that organization should not have external debt that will survive the grant request.

In addition, Sherwood Trust prefers grant proposals that include the following:

- When possible, Sherwood Trust prefers to participate with other donors to avoid funding a major portion of the amount to be raised.
- Sherwood Trust prefers to fund final grant dollars.
- Sherwood Trust may encourage matching funds by the applicant, if the organization identifies it as helpful to their overall fundraising goals. If so, matching funds means future cash contributions from others; it excludes pledges of future support and any form of debt financing, whether direct or indirect, as a source of matching funds.
- Evidence of sound nonprofit management and governance, including of financial, physical, and human resources, both by the staff and board. Refer to 501 Commons' Self-Assessment: <https://www.501commons.org/assess/overview> for ways to measure your organization's health. Grant requests are welcome to help an organization strengthen these elements and become more resilient.
- Sherwood Trust discourages frequent annual grant requests from any given nonprofit organization; there should be at least two intervening years between subsequent Core Grant proposals (an applicant receiving an award in 2018 would be eligible to apply again for a Core Grant in 2021). Organizations may apply for Impact Grants in intervening years for other projects.

Core Grant proposals seeking funds for the following purposes generally are not favored:

- General fund solicitations.
- Scholarships, fellowships, honorariums, or benefits to an individual.
- Operating expenses, including overhead, indirect costs, and servicing debt, however labeled.
- Conferences, seminars, travel, publishing books, producing films or videos, festivals, or acquisition of exhibits.
- Projects of sectarian or religious organizations, the principal beneficiaries of which are their own members or constituents.
- Support to start-up projects or organizations.

Core Grant Application Timeline and Requirements

January	Sherwood Trust will announce the opening of its application process in January 2018, including the availability of the Core Grant Application, which is a Word Document.
Jan-Feb	Organizations considering applying should contact Sherwood Trust to receive a copy of the application and to discuss their proposal with Sherwood Trust in advance of submission. Call to make an appointment: 509-529-2791.
March 1	12:00 pm deadline for submitting the Core Grant Application; early submissions are welcome. Submit the following materials via email to danielle@sherwoodtrust.org : <ul style="list-style-type: none">• Core Grant Application, available by request from Sherwood Trust• Current year board-approved budget• The past <u>three years</u> of financial statements<ul style="list-style-type: none">○ Organizations may submit these statements in their own template.○ Sherwood Trust prefers receiving financial statements following our guidelines (template available on the ST website) that provide additional transparency and clarity, including on unrestricted and restricted revenues or assets.
End March	Sherwood Trust will notify applicants if their application has been approved for a site visit
March-May	Site visits will include: <ul style="list-style-type: none">• Organizations will have up to 30 minutes to make a presentation to the Sherwood Trust team on their application, describing the strengths of their organization and the issues they are currently working on to improve their resiliency (finances, HR, board practices, diversity, etc.)• Questions from Sherwood Trust (two board members and CEO)
May	Final Core Grant decisions made
June	Sherwood Trust will notify applicants of final grant decisions

Core Grant Reporting

The grant application will include a request that organizations identify a method by which to report on the learning and outcomes from the award, if received. The final reporting method will be decided in consultation with recipient organizations. The ST Grant Award Letter will include a request for reporting about the grant during the lifecycle of the grant and after completion, such as:

- Encouraging grantees to share stories about their grant results with Sherwood Trust and the public during the grant award period.
- Within 3 months of the end of the grant period, recipients will be required to submit a report in any format. If in writing, it should not exceed two pages. The report should summarize the benefits or value gained through the project and any lessons learned from the activities made possible by the grant.
- Other reporting requirements may be requested depending on the nature of the award and will be discussed and determined in consultation with the grantee, including methods for sharing the learning with other nonprofit and community partners.

Impact Grant Guidelines and Application Process

Impact Grants are new in 2018 and are designed to support projects that may be smaller in scale or budget but that will make a big difference in advancing our mission of everyone in the Walla Walla Valley having a sense of belonging and contributing to a thriving region. We seek to support timely projects and new or innovative ideas that will contribute to creating a cohesive, vibrant community. Priority will be given to activities that will create opportunities for groups of people with differing perspectives and experiences to work together, promote kindness, and build trust and understanding. Projects should be well conceived and demonstrate significant potential for success; applicants are encouraged to inquire with Sherwood Trust to discuss their proposal prior to submission.

Sherwood Trust will allocate up to \$100,000 total annually for Impact Grants. Proposals may range from one-time events or activities up to three years but the total award will not exceed \$20,000. Applicants may be new organizations, existing organizations, or collaborations.

To be eligible, Impact Grant requests must:

- Support charitable activities that contribute to the implementation of Sherwood Trust's vision and investment strategies with organizations or communities in the Walla Walla Valley, defined as extending from Dayton, Washington to Milton-Freewater, Oregon.
- Be requested by or with an organization operating in the Walla Walla Valley.
- Benefit tax-exempt organizations under Section 501(c)(3) of the Internal Revenue Code or a government entity; Sherwood Trust does not make grants to individuals. Sherwood Trust accepts applications from fiscal sponsors that become the grantee and receive the funding, if awarded.
- Demonstrate funds on hand for a minimum 25% match for every dollar requested. The match may be calculated in the form of cash, matching grant funds, volunteer labor (valued at \$20/hour), or donated in-kind professional services or materials related to the project.

In addition, Sherwood Trust prefers:

- Sherwood Trust discourages frequent annual requests from any given organization; there should be at least two intervening years between subsequent Impact Grant proposals. Applying for or receiving an Impact Grant does not disqualify an organization from applying for or receiving a Core Grant, in intervening years.
- Sherwood Trust does not favor grant applications from nonprofit organizations with external debt that will survive the grant request.

Impact Grant proposals could include, but are not limited to:

- Supporting conferences, seminars, community meetings, festivals, or other events
- Art activities that will have widespread engagement with the public such as: producing films or videos, producing theatrical performances or concerts, or acquisition of exhibits
- Scholarship funding to make nonprofit or educational programs more accessible to underserved youth
- Media campaigns or advertising to encourage residents to engage on a community issue
- Translation services, either with consulting, web support, or other technology
- Technology investments

Impact Grant proposals seeking funds for the following purposes are not favored:

- General fund solicitations
- Fellowships, honorariums, or benefits to an individual
- Operating expenses alone, including overhead, indirect costs, and servicing debt, however labeled (full operating expenses should be included in the budget)
- Projects of sectarian or religious organizations, the principal beneficiaries of which are their own members or constituents
- Expenses already incurred
- School-affiliated orchestras, bands, choirs, athletic teams, drama groups, yearbooks, or class parties
- School travel, competitions, or field trips
- Student tuition or tuition-based extracurricular programs
- Door prizes or raffles
- Gifts, honoraria, gratuities, and awards

Impact Grant Application Timeline and Requirements

January	Sherwood Trust will announce the opening of its Impact Grant application process in January 2018.
Jan-Feb	Organizations considering applying are encouraged to discuss their proposal with Sherwood Trust in advance of submission. Call to make an appointment: 509-529-2791.
March 1	12:00 pm deadline – early submissions are welcome. Submit the following materials via email to danielle@sherwoodtrust.org : <ul style="list-style-type: none">• Letter of Interest, <u>not to exceed three (3) pages</u>, describing:<ol style="list-style-type: none">1) Overall project proposal2) Key goals to be achieved through the work3) How best to report back to Sherwood Trust about the learning and outcomes from the work• Attach a detailed project budget including a description of the availability of a 25% match (which may be calculated in the form of cash, matching grant funds, volunteer labor valued at \$20/hour, or donated in-kind professional services or materials related to the project.)• Current year board-approved budget (if available and applicable to the organization)• The past <u>three years</u> of financial statements (if available – newer organizations that have not existed for three years should submit their available financial statements)• Please do not send other attachments, unless requested
End March	Sherwood Trust will notify applicants if their application is under consideration
March-April	ST staff may conduct site visits or other due diligence to evaluate requests
April 30	Final grant decisions made
May	Sherwood Trust will notify applicants of final grant decisions

Impact Grant Reporting

The Letter of Interest should include a proposal for how best to report on the intended learning and outcome(s) from the award, if received. The final reporting method will be decided in consultation with recipient organizations. If awarded a grant, the ST Grant Award Letter will include a request for reporting about the grant during the lifecycle of the project and after completion, such as:

- Encouraging grantees to share stories about their grant results with Sherwood Trust and the public during the grant award period.
- Upon completion of the grant, Sherwood Trust will convene groups of Impact Grant recipients to share stories and lessons learned from their activities.
- If agreed to by recipients, lessons learned may be shared with other nonprofit and community partners.

Operating Award Guidelines and Application Process

Sherwood Trust funds a limited number of Operating Awards that provide general support to the not-for-profit organizations and causes favored by Virginia and Donald Sherwood during their lifetimes. These awards are available to the following organizations:

- Blue Mountain Humane Society
- Boy Scouts of America – Blue Mountain Council
- Camp Fire USA – Walla Walla Council
- Carnegie Picture Lab
- Friends of the Walla Walla Public Library
- Lillie Rice Center
- Salvation Army
- The Little Theatre
- Walla Walla Historical Society (Ft. Walla Walla Museum)
- Walla Walla Senior Center
- Walla Walla Symphony
- YMCA of Walla Walla
- YWCA of Walla Walla

Operating Awards range from \$1,000-5,000, with a fixed amount identified for each organization. Organizations invited to apply do so with a letter of request describing their organization's goals for the calendar year and how funds were used in the previous year. Organizations also include their current year board-approved budget and the past three years of financial statements. Materials should be sent via email to danielle@sherwoodtrust.org by March 1.