

# Immunization Access and Education Program

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*2025 Invited Proposals Process*

***Columbia County / Columbia County Public Health***

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230 Strand Street  
St. Helens, OR 97051

***Madison Riethman***

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# FollowUp Form

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## *Grant Agreement*

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We are happy to advise you that the Trustees of the Roundhouse Foundation recently authorized approval of a Grant in the amount, for the purposes, and subject to the special conditions (if applicable) indicated below.

In order for grant awards to be distributed, this Grant Agreement must be submitted.

### **EIN**

93-6002288

### **Primary Organization Name**

Columbia County / Columbia County Public Health

### **Project Name\***

Immunization Access and Education Program

### **Total Amount Awarded**

\$5,000.00

### **Special Conditions**

Any special conditions associated with this grant are indicated below. If this space is blank, there are no special conditions associated with this grant.

The Roundhouse Foundation has approved a grant of \$5,000 to support local public health with its immunization access and education program services for children and older adults over the upcoming winter months and school exclusion.

A final report for this grant will be due June 2026 if that sounds like a solid date to aim for. We will never ask for identifying information, rather just overall sharing on how the funds ended up being used. This small report should not take longer than 30 minutes to complete. If a verbal reporting option is preferred, please contact Rebeckah Berry: rebeckah@roundhousefoundation.org

### **Special Conditions Acknowledgment\***

**Please select the option below to acknowledge you have read and agree to the special conditions listed above.**

### **Charitable Purpose Agreement\***

By depositing or accepting the gift funds into your organization's account, you acknowledge the following:

1. You are recognized as a public charity under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), OR

2. You are a tribal or governmental entity and pursuant to Section 170(c)(1) of the Code you will use the grant funds exclusively for public purposes.

In addition, you agree that the grant will be used for charitable or educational purposes as set forth in your grant application to Roundhouse Foundation. You may not use the funds to conduct lobbying or political activity or for any non-charitable purpose.

**Please select the option below to acknowledge you have read and agree to the information above.**

### Reporting Requirements\*

By accepting the gift funds, your organization agrees to complete and submit a Final Grant Report as part of the necessary reporting requirements outlined by the Roundhouse Foundation.

The Final Grant Report

- serves as a record of what has been achieved with the grant issued through the Roundhouse Foundation
- is to be submitted electronically one year following grant approval or upon completion of the project outlined in your application.
- can be accessed at any time by logging into your account in Roundhouse Foundation's grants portal.

Completion of a Final Grant Report is a condition to receiving future grants from Roundhouse Foundation.

Should you need more time to complete the Grant Report, please reach out to a Foundation representative.

Please select the option below to acknowledge you have read and agree to the reporting requirements above.

### Sharing Permissions\*

Roundhouse Foundation strives to showcase the work of our grant partners in our publications (e.g. social media, website, reports) in order to inspire and inform others about your mission and programs. Additionally, we work closely with other regional funders to leverage support for new and existing grant partners.

**Can Roundhouse Foundation promote your work in our publications and share your proposal with other funders?**

### Receiving Funds\*

For security purposes, Roundhouse Foundation prefers to distribute grant payments electronically ("EFT") whenever possible.

If EFT is selected: Instructions to complete an electronic payment authorization form with wire transfer instructions will be emailed to the contact assigned to this agreement within 14 days following submission of this Grant Agreement. Please be prepared to share the following to authorize the grant:

- Organization Name on Bank Account
- Bank Name
- Bank Location (Branch Name, Address, City, State, ZIP)
- Wire ABA Routing Number (Not ACH ABA number)
- Account Number
- Grant Proposal Name

If paper check is preferred: We recognize not all organizations have EFT capabilities and are happy to accommodate paper check requests as needed. All checks \$10,000+ are mailed certified via USPS for our tracking purposes.

**With the above in mind, please select between the two payment options below:**

### **Finance Contact\***

Provide the name and contact information for the person at your organization that we may contact if we encounter any issues sending funds to your organization.

Name, Position Title, Phone Number, Email

### **If paper check selected above, please provide the most secure mailing address.**

- Enter a secure mailing address for the check and also provide any other important information (e.g. suite #, recipient name) to ensure the check arrives to the appropriate destination.
- Any checks \$10,000+ will be mailed certified for our internal tracking purposes.
- Grant awards are typically mailed within 7-10 business days of receiving the signed grant agreement. Please be sure to check your mailbox to ensure timely deposit.

#### ***2025 Grant Partner Benefit: Nonprofit Association of Oregon Membership***

Roundhouse Foundation is pleased to offer our 2025 grant partners the opportunity to access a one-year membership to the Nonprofit Association of Oregon (NAO).

The Nonprofit Association of Oregon (NAO) is the statewide nonprofit membership organization representing and supporting charitable nonprofits of all sizes, geographic locations and missions across Oregon. NAO's work ensures a future in which Oregon nonprofits are visible and valued as essential contributors to our society. Memberships include full access to all NAO resources, including events & trainings, resource directories, nonprofit news, and discount codes & special offers.

***This is an opt-in opportunity. To receive complimentary membership, [click here](#)*** to review eligibility and follow the steps listed to sign up. No action is required within this agreement. Please contact us with any questions.

#### **Electronic Signature**

***Important!*** By entering data into the following field calling for insertion of your Name, Title, and Date, you are:

- (1) representing that you are an officer or other agent for the Applicant duly authorized to enter into legally binding agreements on behalf of the Applicant.
- (2) agreeing to submit this grant agreement in an electronic form on behalf of the Applicant which shall be bound by its contents as an electronic transaction.
- (3) agreeing that you provided true, accurate, current and complete information.
- (4) agreeing that your insertion of data into these following fields constitutes an electronic signature.

### **Name, Position Title, Date\***

## File Attachment Summary

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### *Applicant File Uploads*

*No files were uploaded*