



**DEPARTMENT OF JUSTICE**  
CIVIL ENFORCEMENT DIVISION

June 13, 2001

Dear Interested Grant Applicant,

Thank you for your interest in the Oregon Department of Justice Children's Education Grant Program. Some time ago, the fifty states Attorneys General reached a settlement in an antitrust case with Toys 'R' Us, and several toy manufacturers.<sup>1</sup> Each state received an amount of money from the settlement and an opportunity to distribute the money in a variety of ways in accordance with the terms of the settlement agreement.

Attorney General Myers decided to use \$120,000 of the Oregon award to make twelve grants of \$10,000 each to non-profit, charitable or government organizations. The grant money is to be applied to benefit children by providing them with books, toys, or other educational materials. If your organization is a non-profit, charitable or government entity, and is interested in applying for a grant, you must submit a grant application to the Oregon Department of Justice. The grant application and the instructions for filling out the application are in the attached materials. Both also are available online at [www.doj.state.or.us](http://www.doj.state.or.us).

A number of criteria have been established by the Oregon Attorney General relating to this educational grant program. Please keep these in mind as you prepare your grant application:

1. No more than \$10,000 will be awarded in a single grant.
2. Each grant must be used to benefit and advance the education of children by providing books, toys or other educational materials.
3. If any grant money is spent on toys, those toys must be identified in the grant proposal, and must be purchased for the express purpose of providing an educational benefit to children. No grant money may be spent on toys purchased from Toys 'R' Us and no more than 50% of any grant shall be spent on toys.
4. While there is no mandate that the money be spent in a particular geographic section of the state, special consideration will be given to grant requests that would benefit children in Baker, Columbia, Gilliam, Hood River, Malheur, Marion, Morrow, Polk, Wasco, or Wheeler counties.<sup>2</sup>
5. No grant money may be used to replace funds that the organization has already allocated for the same project.
6. No grant money may be used to pay for any part of the grant recipient's operational expenses, services, or to pay for supplies.
7. No grant money may be expended for any purpose that does not provide a material and direct benefit to children.

Please note that the Attorney General may include any other terms or conditions in the award that the Attorney General deems necessary or desirable to ensure appropriate expenditure of the awards or to aid in the efficient administration of this grant program.

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<sup>1</sup> *State of New York, et al v. Toys 'R' Us, et al*, CV 97-5750 (NG).

<sup>2</sup> These counties have been identified because other counties in the state have already received some of the benefit of this settlement through two \$20,000 grants: one grant to the Libri Foundation and the other grant to the S.M.A.R.T. program.

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Grant applications must be received by July 27, 2001. The applications can be mailed or faxed to the Oregon Department of Justice; attention Maggie Ross. The address for the Department of Justice is 1162 Court Street NE; Salem, OR 97301-4096, and the fax number is (503) 378-5187.

An advisory committee made up of individuals from around the state will review the applications and provide recommendations to Attorney General Myers, who will make the final decision on each grant award. All grant applicants will be notified by October 25, 2001 of whether they are a grant recipient. If your organization is awarded a grant, you will have three months to spend or irrevocably commit the grant money. You also will be required to submit a statement within 120 days of the receipt of the grant award confirming that the grant money has been spent in the manner described in your grant proposal.

If you have questions about the Children's Education Grant Program, please call Maggie Ross or Melissa Curtis at (503) 378-4732.

Sincerely,

Andrew E. Aubertine,  
Assistant Attorney General

Enclosures  
mhr/CED66807



# Oregon Department of Justice Children's Education Grant Application<sup>1</sup>

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**INSTRUCTIONS:** Please mail or fax completed application packets to the Oregon Department of Justice; attn. Maggie Ross. The Oregon Department of Justice address is 1162 Court Street NE; Salem, OR 97301-4096 and the fax number is (503) 378-5187. Applications must be received no later than July 27, 2001 and must include all of the requested information. Applications that are unsigned by the Director of your organization or her/his assignee, received after July 27, 2001, and/or not fully completed will not be considered. Any organization which was found to have been in violation of state or federal laws or the subject of an enforcement action in any state may be disqualified from consideration.

## I. INTRODUCTORY INFORMATION

You may use the following form or use the format to create your own form with the required information. All answers in this section shall be typewritten or printed in blue or black ink.

Organization's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email: \_\_\_\_\_ Web Site: \_\_\_\_\_

Director's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Are you a non-profit, charitable, or government organization? Please circle one.

Year Founded: \_\_\_\_\_

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<sup>1</sup>Adapted from the National Network of Grantmakers Common Grant Application

## II. COVER LETTER

Please provide a typewritten, one-page cover letter signed by the Director of your organization or his/her assignee that contains a summary of your organization's mission, a summary of the project to be funded, and an explanation of how the project advances the mission of your organization.

## III. NARRATIVE

Please attach a typed narrative of up to five pages, which restates the four captions set forth below in bold letters and contains the information requested under each heading. This narrative must be signed by the Director of your organization or his/her assignee.

**A. Background of Organization.** Under this section please describe:

1. Your organization's history, major accomplishments, and current programs/activities.
2. How your organization has worked to benefit and advance the education of children.

**B. Description of Request.** Under this section please describe:

1. The proposal for which you seek funding. Include any information you feel is relevant to the background of the proposal and why your organization has decided to pursue this idea. You are encouraged to provide all relevant information, including any details about your grant proposal that you wish for the Advisory Committee and the Attorney General to know during their consideration of your grant application.
2. The goals, objectives, and activities relating to this grant request, the timeline for spending the grant money, and how your grant proposal will advance and benefit the education of children.

**C. Financial Information.** Under this section, please provide:

1. A general budget proposal outlining how you intend to spend the grant money.
2. A copy of your IRS 501 (c)(3) determination letter if you are a non-profit, charitable organization.

**D. Statement of Intention.** Under this section, please provide a written representation that your organization will use the grant money as described in this application, and that you do not intend to use the grant money to replace funding that is currently allocated for the same project.

**E. Statement of Compliance.** Please state whether or not your organization has been in violation of state or federal law, or has been the subject of an enforcement action by an Attorney General in any state. You may provide an explanation of any matter(s) you have identified under this section.

*Optional: Additional information or supporting materials are welcome, but are not required.*