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**Request for Proposals**

Grant Professionals Association (GPA), in partnership with Oregon Community Foundation and Willamette Valley Development Officers (WVDO), is awarding **an Equity Impact Grant in the amount of $1,000 to an organization working to build equity for communities of color.**

**Purpose**: The purpose of this grant is to: (1) Support smaller organizations building equity for communities of color; and (2) Provide useful feedback to applicants on strengths and areas of improvement for their application.

**Eligibility**: The organization must have 501(c)(3) status or a fiscal sponsor with 501(c)(3) status. Work must be performed in the state of Oregon. Preference is given to organizations with annual budgets of $500,000 or less and organizations that do not have professional grant writers on staff or under contract.

**Other Requirements:** Applicants will agree that excerpts of their applications may be used by GPA for educational purposes (identifying information can be removed). Additionally, the three organizational finalists must agree to attend the GPA/WVDO Grants Conference (9/28/18) in order to be considered for the final selection. Each organizational finalist will receive one complimentary admission for this purpose.

**Deadline for questions:** 8/17/2018

**Application deadline:** 8/24/2018

**Notification to finalists:** 9/14/2018

**Award date:** 9/28/2018. The grant will be awarded at the GPA/WVDO Grants Conference. See Conference Information page for details.

**Submission:** Please email the project budget in Excel and all other documents in Adobe Acrobat (pdf) format to ***GPAEquityGrant@gmail.com***

**Questions**: Please email ***GPAEquityQuestions@gmail.com***. We will respond via email and/or phone. Also, please check our Frequently Asked Questions page which will be updated through the submission deadline: http://www.gpanorthwest.org/equity-grant.html

**Reporting**: GPA requests an informal report of two to three pages outlining successes and areas for improvement in meeting goals, objectives, and outcomes within one year of the award date. This report will be shared with Oregon Community Foundation staff.

Applications will be reviewed by a diverse volunteer committee organized by GPA. The committee will provide feedback for all applicants, particularly with the goal of assisting smaller organizations that build diversity, equity, and inclusion to improve their grant applications. Each applicant will receive feedback via email, and there will be additional opportunities for phone follow up. Applications will be reviewed based on the following criteria:

**Communities of color**: The project must substantially serve communities of color. Preference will be given to organizations that demonstrate predominant representation of communities of color in organizational leadership and population served. Preference will be given to organizations that demonstrate diversity, equity, and inclusion practices within their own organization and in program work.

**Need**: Documentation of a clear, compelling, and demonstrated need in the community to be served.

**Plan**: A realistic plan has been developed to impact the need.

**Capacity**: The organization has demonstrated experience, expertise, capacity, and community connections to implement the project successfully. In addition to cash expenses, leveraged and in-kind resources will support a successful application.

**Impact**: Clarity of goals (broad vision), objectives (specific steps to be taken including number of people served, hours of service provided, number of activity sessions, etc.), and measurable outcomes (demonstrates that the need will be effectively addressed, uses data that is likely to be available).

**Budget**: The budget is clear, detailed, and matches the proposed work.

**Quality of application**:The application is clear and easy to understand. All elements of the proposal support each other. All questions are answered; all attachments are included; and suggestions for writing the application are incorporated.

**Required Proposal Elements:**

1. Cover letter signed by the executive director, program director, or board chair (one page). Include amount requested, purpose of project, your mission, up to one paragraph on why your organization is qualified, and contact information.
2. Completed Application Summary (one page)
3. Response to Narrative Questions (three to six pages)
4. Attachments:
	* Project budget (in Excel) – see Project Budget instructions
	* Organizational budget
	* End of year organizational financials (statement of activities and balance sheet) for the most recently completed fiscal year
	* Year-to-date organizational financials (not older than two months)
	* Board list with affiliations and contact information
	* IRS determination letter
	* If you are using a fiscal sponsor, please also include:
		+ fiscal sponsor agreement or memorandum of understanding
		+ sponsoring agency’s year-to-date financials, end of year financials for the most recently completed fiscal year, and board list

**Format:**

* Please submit the project budget in Excel and all other documents in pdf format.
* Please use a 12-point Times New Roman font, one inch margins, and left-aligned text.
* Use the roman numeral headings (e.g. “I. Organization Information”) followed by narrative text. Please *do not* label the subsections (e.g. “A. Summary of your organization’s history”)
* Update the footer for each section with your organization name and project title. See example provided in the footer of the Narrative Questions section.

**File Naming:**

* Please include your organization name or acronym at the start of each file name e.g. *Northeast Portland Food Bank – Cover Letter.pdf* You may combine the cover letter, application summary and narrative in one pdf file or send separately.

**Organization**

Official Name

DBA Name

Facebook Site

Twitter Handle

Website Address

**Fiscal Sponsor**

Does this application involve a fiscal sponsorship? (Yes/No)

If so, please provide name of the sponsoring agency and contact information:

**Resources**

Does your organization have a grants professional who is employed at least half time or do you hire grants contractors? Y/N

Are grant applications primarily written by the volunteers or staff who are not grants professionals? Y/N

Please describe who prepares your grant applications and who is preparing this application:

**Contact**

Name and Title

Mailing Address

Telephone

E-mail Address

**Project**

Project Title (one sentence, up to two lines)

Project Focus (e.g. education, human services, arts, etc.)

Application type (program, general operating, capital)

**Project Budget**

Total Expense $ Amount Requested $

**Organization References**

*Name, title, organization, phone number, and email for three references who can attest to your ability to successfully complete the project.*

1.
2.
3.

**How did you hear about this grant opportunity?**

 GPA

 WVDO

 NAO

 Other (please list):

1. **EXECUTIVE SUMMARY (up to a half page)**
2. **ORGANIZATION INFORMATION (up to one page)**
	1. Summary of organization’s mission and goals.
	2. Summary of organization’s history, including date established.
	3. Description of organization’s current programs or activities.
	4. Explain organization’s relationship with other groups with similar missions.
	5. Describe the makeup of organization including number of board members, full-time & part-time paid staff and volunteers.
3. **NEEDS STATEMENT (up to one page)**
	1. What is the need?
	2. What are the causes of the need?
	3. What are the costs/impact?
	4. What are the major barriers?
	5. What are the promising strategies?
4. **PROJECT DESCRIPTION (up to two pages)**
	1. Summarize what you will do, when you will do it, and the broad long-term goals.
	2. Project Activities
	3. Measurable objectives
	4. Target Population
	5. Describe organizational capacity to do the work.
	6. Key individuals involved in the project; including brief summaries of their qualifications
	7. How requested funds will be used
	8. Project Sustainability Plan
5. **EVALUATION (up to one page)**
	1. Criteria for success
	2. How will you measure outcomes?
	3. Who will be involved in evaluating this work?
	4. Client or Organizational Success Story
6. **DIVERSITY, EQUITY, AND INCLUSION (up to one page)**
	1. Briefly describe how a commitment to diversity, equity and inclusion shapes your internal operations and external/programmatic work, and provide an example of each..
	2. To what extent do the demographics of your staff, board, and volunteers (as applicable) reflect the demographics of the population you serve and the demographics of the broader community in your service area (you may choose to answer this question in organizational qualifications if desired)?
	3. How will this project positively impact communities of color?

These guidelines provide the applicant with additional information / guidance on answering the narrative questions.

***For Additional Questions****: Please email GPAEquityQuestions@gmail.com and also check our Frequently Asked Questions which will be updated through the submission deadline at:*

[*http://www.gpanorthwest.org/equitygrant.html*](http://www.gpanorthwest.org/equitygrant.html)*.*

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| --- | --- |
| Narrative Question | Further Description / Guidance |
| EXECUTIVE SUMMARY |
|  | Open with the name of your organization, the amount requested ($1,000), and the title and purpose of the project. In this section, up to a half page, include the need in the community, major goals, objectives, and outcomes for this project—and why it is likely to be successful in advancing equity for communities of color. You may include a brief statement of why your organization is likely to be successful. |
| ORGANIZATION INFORMATION SECTION |
| Summary of organization’s mission and goals. | Goals are the broad, visionary aspirations and impact. e.g. to help low-income youth of color become community leaders and live vibrant, sustainable lives |
| Summary of organization’s history, including date established. |  |
| Description of organization’s current programs or activities.  | Include any statistics, program outcomes, and strengths or accomplishments. |
| Explain organization’s relationship with other groups with similar missions. | What are other groups doing similar work? To what extent do you partner or share resources? What makes your organization unique? |
| Describe the makeup of organization including number of board members, full-time & part-time paid staff and volunteers. |  |
| NEEDS STATEMENT SECTION |
| *The community need should align with your organization’s mission, the RFP goals, the project description, and your expertise as demonstrate in the organizational description. The need in the community is typically presented in a “pyramid” fashion with national or state data, followed by more local data. Feel free to use published data, findings developed by your organization, and anecdotal evidence. Please include inline citations or references to the source of your information. You may optionally attach a citations page that will not count toward your word limit. Your answers will be longer and more developed than the examples given. Please address the points below.* |
| What is the need? | e.g. 10% increase in homelessness among students in county over past three years; in the two high schools in the city, 10% of students are homeless (a total of 200 students); only 2% statewide. |
| What are the causes of the need? | e.g. According to a county office of economic development, unemployment and foreclosures have increased due to closing of the principal employer, ABC plant. Teachers report that students have shared the impact of losing their homes. |
| What are the costs/impact? | Human cost. e.g. According to \_\_\_, \_\_\_% of homeless youth do not graduate from high school. Optional dollar cost. e.g. Cost to county is an additional $\_\_\_ per year for direct services, prevention, and remediation. |
| What are the major barriers? | What are major barriers? e.g. School funding has been cut 7% over past three years. Government contracts to local nonprofits serving homeless youth have decreased. Furthermore, homeless youth have been wary of interacting with government workers they don’t know and trust. |
| What are the promising strategies? | e.g. Research from [source] shows that people who share a lived experience (such as young adults who have been homeless themselves) can successfully connect homeless youth with needed resources. The efficacy of this approach has been demonstrated in the state by [nonprofit] through the use of Street Outreach Specialists [and explain more about that approach and documented success]. |
| PROJECT DESCRIPTION SECTION |
| *This should be the longest section of your proposal.* |
| Summarize what you will do, when you will do it, and the broad, long-term goals. | Leading paragraph summarizing these items (e.g. develop the next generation of civic leaders among African American youth).  |
| Project Activities | Provide a clear picture or how the project activities will be carried out. List the steps/activities, how they will be carried out, and by who. Include timeframe/frequency of activities. Include enough detail that the reader can “paint a picture” of the program in their mind. Sufficient detail can also give the reader confidence that you have expertise in the field and a well-developed plan. |
| Measurable Objectives | List the measurable objectives of your project (e.g. provide afterschool leadership trainings for 60 students at three schools with a minimum of 20 learning hours per student). These are also known as program performance targets or deliverables. They tell us what activities you will undertake (what you will do) and the scope of those activities. |
| Target Population | Population that will benefit from the project: Race/ethnicity, gender, and income level, and other descriptors as appropriate that may include education level, sexual orientation, or other characteristics of the population served. Use percentages when possible to describe the demographics. Include the total number who will be directly served.  |
| Describe organizational capacity to do the work. | This could include prior success, other grants or contracts you have successfully completed, experience, expertise, community connections, leverage resources, key competencies, etc. |
| Key individuals involved in the project; including brief summaries of their qualifications |  What are the qualifications of your staff and board leadership and staff who will implement the project? How are they reflective of the communities served? Qualifications may include degrees, experience with the community served, volunteer participation with nonprofit programs or on boards of directors, applicable professional experience, etc. These qualifications should support the likelihood of project success. |
| How requested funds will be used | What specific items or services will award funds be spent on. |
| Project Sustainability Plan | Long-term funding strategies for sustaining this effort. |
| EVALUATION |
| Outcomes | What do you want to be different as a result of your activities? What are the criteria for success? (e.g. 90% of participants will report greater understanding of personal financial planning, 75% will open a bank account, 65% will make contributions to a “rainy day fund” matched savings account). They tell us what impact this project will have in the community. This section may also include success in meeting the project objectives. |
| How will you measure outcomes? | e.g. surveys, community advisory councils, staff observation, focus groups |
| Who will be involved in evaluating this work? | Specific staff members, board, constituents, community, consultants? |
| Success Story | A client or organizational success story that is relevant to this project and illustrates the impact you have in the community. |
| DIVERSITY, EQUITY AND INCLUSION SECTION |
| Briefly describe how a commitment to diversity, equity and inclusion shapes your internal operations and external/programmatic work, and provide an example of each. | Provide up to two examples of how DEI shapes or will shape your internal operations. What steps are you taking to increase DEI in your organization. How does that work impact your clients. |
| To what extent do the demographics of your staff, board and volunteers (as applicable) reflect the demographics of the population you serve and the demographics of the broader community in your service area?  | You may choose to answer this question in organizational qualifications if desired. |
| How does this project positively impact communities of color? | Provide a brief summary of the impact on communities of color, as reflected in the objectives and outcomes above. If your project additionally impacts women, low-income individuals, rural areas, people with disabilities, and/or other historically underrepresented or underserved communities, please explain the impact. |

* List all funders, expected amounts, and status (awarded, pending, to be submitted) for the income section.
* List all expenses with detail sufficient for the reader to understand the project. For example, list each staff or contract position on a separate line. Include a comment column explaining the purpose of each line item and how it was calculated.
* Income and expense must match, unless the project includes a fundraising component.
* Please include in-kind (donated) materials and labor if applicable. These show community support. The value of general volunteer time is listed at https://independentsector.org/value-of-volunteer-time-2018/. Pro bono professional services (e.g. a lawyer offering legal services) would be listed at their standard billing rate.
* See Sample Project Budget provided. This sample is for illustration; please include the names of the *actual funders* you will solicit. If the number of funders is relatively small, you may simply list them in the revenue section.



**Conference Information**

Equity Impact Grant finalists will be honored at our GPA/WVDO Regional Grants Conference 2018. A free admission will be provided to each finalist for a representative to attend the conference, including participation in in workshops.

**What**: GPA/WVDO Regional Grants Conference 2018 – Building Equity and Impact through Foundation Funding

**When**: Friday 9/28/2018 7:45am-3:30pm

**Where**: University Place Hotel

 310 SW Lincoln St, Portland, OR 97201

**Cost**: $95 GPA and WVDO members, $145 general admission (Scholarships available to grant finalists)

**Register:** https://wvdo-or.org/calendar-listings/event/gpa-wvdo-regional-grants-conference-2018/470/

**Contact**: Rachel Sample rachel.sample@wvdo-or.org 503-274-1977 x3

Grant Professionals Association (GPA) and Willamette Valley Development Officers (WVDO) present our second regional grants conference: “Building Equity and Impact through Foundation Funding.” Please join us for keynote speaker Hanif Fazal of the Center for Equity and Inclusion and funders including Meyer Memorial Trust, Oregon Community Foundation, Ford Family Foundation, MRG Foundation, CareOregon, and PGE Foundation. A grant of $1,000, funded by Oregon Community Foundation, will be awarded at the conference to support equity for communities of color. Nonprofits will have the opportunity to apply prior to the conference, and applications will be discussed at the conference as a learning tool. Registration available in June. Register at wvdo-or.org. Sponsored by Grant Professionals Association International, Portland State University Foundation, and Grant Professionals Certification Institute.