



# the circle

*moscow women giving together*

[www.moscowgivingcircle.org](http://www.moscowgivingcircle.org)

## ***Request for Proposals***

### ***Our Vision***

We are a friendly, fun-loving group of women who care deeply about our community of Moscow, Idaho and are committed to making it a wonderful place to live. By pooling our money, we fund efforts that improve life for residents of our community, address local environmental concerns, and enhance community resources. The Circle is volunteer-run group, making grants through a donor-advised fund with the Latah County Community Foundation (LCCF) located in Moscow, ID.

### ***Our Goals***

- The Circle will provide a welcoming, empowering experience in philanthropy
- The Circle will fund organizations and efforts that make our community a more vibrant place to live, improve the local environment, and serve individuals and families in need.

In honor of our 5th year, we intend to give five grants of \$5,000.

## **2011-2012 Grantmaking Guidelines**

***Grant Specifics:*** The Circle has a broad range of funding priorities. We believe that vibrant communities have strong arts, cultural and education programs, human services, and environmental improvement and protection. **For the 2011-12 funding cycle, we encourage proposals in any of the above categories for projects, programs, and/or general operating support.** Our overarching goal is to support organizations that have a strong track-record, or those with great promise, of doing work that makes our community a better place to live.

Applicants must be 501(c)3 nonprofit organizations (or other eligible entities such as schools, libraries, etc.) based in Latah County, and/or serving Latah County. The Circle hopes to maximize its contribution by funding work that has a potentially large impact on the community or fills an important, unmet need. Grants will be awarded for one year. The Circle does not fund religious or political causes.

***Grantmaking Process:*** Interested groups can provide a brief project or program summary. We rank summaries based on the merit of the proposal and the potential impact of the work. Finalists then submit additional information and give a brief oral presentation to the Circle members at our

April 1 meeting. Circle members vote to determine the final grant recipients after the presentations meeting. Successful applicants will be notified by May 4, 2012.

**Grant Reporting:** Successful grant applicants will be asked to send a brief summary of accomplishments within one month of the end of the grant period and photographs (or other artifacts) of the project for The Circle’s website. We also ask that a representative of your organization attend our winter meeting to talk with Circle members about how the funding was used and tell us about other upcoming work.

**Due Date and Contact Information:**

Grant applications and project narratives must be received on or before **February 8th, 2012**. We strongly prefer to receive applications via email (as a Word document or PDF file).

Email applications to: [grants@moscowgivingcircle.org](mailto:grants@moscowgivingcircle.org)

Mailing address (if email is not an option):

The Circle  
PO Box 8938  
Moscow, ID 83843

Questions? Please contact Amy Ball or Jessica Bearman, [grants@moscowgivingcircle.org](mailto:grants@moscowgivingcircle.org)

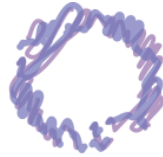
**Timeline:**

Grant applications available	December 11, 2011
Grant applications deadline	February 8, 2012
Notification of finalists	March 14, 2012
Finalist presentations to Giving Circle	April 1, 2012
Notification of awards	May 4, 2012

**Criteria for Selection:**

Grant applications will be considered based on the following factors. Although these criteria will guide our selection, please note that – unfortunately – we still may not be able to fund all eligible projects.

- Does the request fall within the Circle’s guidelines?
- To what extent is the organization’s mission congruent with the Circle’s mission?
- How clear is the project or organization’s purpose and the outcomes it seeks to accomplish?
- To what extent does the project or program meet an important need in the community?
- How clear and realistic is the budget?
- Does the organization have the capacity to accomplish the work?



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## 2011-12 Grant Application Instructions

**Cover Page:** Please submit the following information as a cover page for your application. Applications without this cover-page information will not be reviewed.

- 1) Name of organization
- 2) Mailing address and phone number of organization
- 3) Website (if applicable)
- 4) Contact person name, telephone number, and email address.
- 5) Organization's tax identification number. Indicate whether it has 501 (c)(3) status. If not, please provide the name of your fiscal sponsor.
- 6) Total cost of project or program, if applicable
- 7) One paragraph summary of your request (about 150 words). This is essentially your proposal abstract – make it compelling! Some Circle members will only read this abstract.

**Letter: Please address the following (items 1-5 below).** This proposal narrative (#1-4 below) should not exceed two pages using a readable font and spacing. We really appreciate receiving proposals that follow this format exactly.

- 1) Describe your organization and provide its mission statement.
- 2) Explain the project or program for which you are seeking funding, if applicable. If you are asking for general operating support, explain how your organization's mission align with the Circle's mission.
- 3) Tell us why this funding will matter. In other words, what is the purpose or need?
- 4) Describe the target population you serve.
- 5) Provide a budget for the project or program, if applicable, or a 1-page summary of your organizational budget. NOTE: The budget is not included in your 2-page narrative.

**If your proposal is selected as a finalist, we may ask for the following additional information:**

- 1) Organizational budget
- 2) List of other funding (or in-kind/volunteer) sources (secured and pending)
- 3) Organization board of directors
- 4) Project timeline and completion date
- 5) We will verify your 501(c)(3) status
- 6) We may request additional information or clarifications pertaining to the project.
- 7) Finalists are required to give a brief oral presentation (10 minutes) at our April 1<sup>st</sup> Giving Circle meeting, to talk about your request and answer questions. If you are selected as a finalist, we'll provide more information about this meeting.