

2021 Request for Proposals

Our Vision

The Moscow Women's Giving Circle is a friendly, fun-loving group of women who care deeply about our community of Latah County 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 a volunteer-run group, making grants through a donor-advised fund with the Latah County Community Foundation located in Moscow, Idaho.

Our Goals

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

2021 Grantmaking Guidelines

Grant Specifics

We know how difficult the last year has been, and how challenging recovery is and will be for some time to come due to the impact of the Covid-19 pandemic, social and political unrest, and the cultural awakening our nation and the world has undergone recently. Whether you provide direct human services, protect the living world, fight for equality, or inspire through the arts and culture, your work is vital to the health, vitality and wellbeing of our entire community.

To support organizations where they need it most, the Giving Circle has elected to forgo a theme for this year's giving and open the funding cycle to *any and all proposals*. This includes general operating support, capacity building support and project-specific support.

Eligible organizations and efforts:

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 fund 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.

The Circle is built on the philosophy that all members of our community should be treated with dignity and respect. To support and enhance the rich diversity of our community, we are

committed to improving the quality of life and expanding opportunities for all. To honor this commitment, we do not fund organizations that engage in any form of discrimination.

While there is no upper limit to the grant requests that MGC will consider, most awards range from \$1,000 to \$4,000.

We strongly encourage organizations of all sizes, capacities, and service sectors to apply. If you would like guidance on drafting an application, a member of our Grants Committee would be happy to spend time talking through a potential project or offering advice on what a successful proposal looks like. *Please reach out to us, we want to hear from you!* You can contact us by email at givingcirclemoscow@gmail.com.

Grantmaking Process

Interested groups should provide a brief narrative of need and/or project summary, as per the instructions found on pages 4-5. We assess applicants based on the merit of the proposal and the potential impact of the work. All applications must be received by March 19th, 2021, and the grants committee will announce finalists on April 19th, 2021. Finalists will be asked to submit additional information and potentially present at our spring meeting, in early May, with details forthcoming. Successful applicants will be notified by May 14th, 2021.

Grant Reporting

Grant recipients are asked to respond to a few questions in a brief email interview and, if relevant, provide photographs (or other artifacts) that summarize their accomplishments within one month of the end of the grant period. We also ask that a representative of your organization attend our 2022 winter meeting to share with Circle members how the funding was used and tell us about other upcoming work.

Additional Details

Due Date and Contact Information:

Grant applications and project narratives must be received on or before **March 19, 2021**. This year, we ask that all applications be submitted via email (as a single Word document or PDF file). Please name the file(s) with your organization's name first (ie: AwesomeNonprofit 2020 MGC application).

Email applications to: givingcirclemoscow@gmail.com

Questions? Please contact givingcirclemoscow@gmail.com. You may also find information at www.moscowgivingcircle.org.

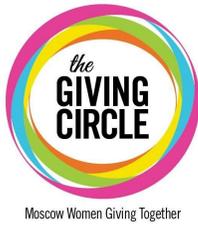
Timeline:

Grant applications available	February 1, 2021
Grant applications deadline	March 15, 2021
Finalists notified	April 19, 2021
Finalists present to members	Early May, 2021 (Date TBD)
Notification of awards	By May 14, 2020

Criteria for Selection:

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

- To what extent is the organization’s mission in harmony with the Giving Circle’s vision?
- How clear is the project or organization’s purpose and proposed outcomes?
- To what extent does the project or program meet an important need for the organization’s capacity?
- How clear and realistic is the budget?



2021 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
- 3) Website (if applicable)
- 4) Contact information: contact name, telephone number, and email address.
- 5) Please provide your organization's tax identification number and indicate whether it has 501 (c)(3) status. An organization may also use another 501(c)(3) entity as a fiscal sponsor. Please provide the name and address of your fiscal sponsor.
- 6) Total cost of project or program, if applicable
- 7) One paragraph summary of your request (short - 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 six items. The proposal narrative should not exceed two pages using a readable font and spacing. Use the following format in your proposal.

- 1) **Describe your organization and provide your mission statement.**
 - a. If your project involves a partnership, please provide details for both groups.
- 2) **How will your organization(s) be able to serve the community if given funding?**
 - a. What need will this funding address?
 - b. How has Covid-19 impacted your ability to deliver your services?
 - c. Have traditional funding or fundraising avenues for your organization been impacted by the pandemic?
 - d. Anything else you would like to share about challenges faced over the last year?
- 3) **Has your organization received a MGC grant before?**
 - a. If so, please provide details like the year, the project, and the outcome.
- 4) **How do you plan to acknowledge and promote MGC's support?**
 - a. The more women know about the MGC, the more members we gain and the larger our impact can be.
- 5) **Provide a budget** if your request is project specific or a 1-2 sentence narrative of how general operating funds would help you; **AND** a 1-page summary of your organizational budget. NOTE: The budget is not included in your 2-page narrative page limit.

Continued on page 5

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

- 1) Organization 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 (up to 5 minutes) at our Spring 2021 meeting, to talk about your request and answer questions.