



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

## **2017 Request for Proposals**

### ***Our Vision***

We are 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.

## **2017 Grantmaking Guidelines**

***Grant Specifics:*** Members voted with their pledges at our fall kick-off meeting and selected a theme of **Capacity Building** as the funding focus for 2017.

What is capacity building? *Whatever is needed to bring a nonprofit to the next level of operational, programmatic, financial, or organizational maturity, so it may more effectively and efficiently advance its mission into the future.* Capacity building is not a one-time effort to improve short-term effectiveness, but a continuous improvement strategy toward the creation of a sustainable and effective organization. Identifying a communications strategy, improving volunteer recruitment, ensuring thoughtful leadership succession, updating a nonprofit's technology all build the capacity of a nonprofit to effectively deliver its mission. When capacity building is successful, it strengthens a nonprofit's ability to fulfill its mission over time, thereby enhancing the nonprofit's ability to have a positive impact on lives and communities.

Although the bulk of our grantmaking will fund Capacity Building efforts, members also chose to devote approximately 25% of funds to compelling proposals of all types.

### ***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.

**Grantmaking Process:** Interested groups should provide a brief project or program summary, as per the instructions on the attached application. We assess applicants based on the merit of the proposal and the potential impact of the work. The grants committee will announce finalists on March 10, 2017. Finalists submit additional information and give a brief (up to 10 minutes) oral presentation to Circle members at our April 23, 2017 meeting. Circle members vote to determine the final grant recipients after the presentations meeting. Successful applicants will be notified by May 15, 2017.

**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 winter 2018 meeting to share with Circle members 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 15, 2017**.

We strongly prefer to receive applications via email (ideally as a single Word document or PDF file). Please name the file(s) with your organization's name first (ie: AwesomeNonprofit 2017 MGC application).

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

Mailing address (only if email is not an option):

The Circle  
P.O. Box 8938  
Moscow, ID 83843

Questions? Please contact Sarah Deming: [grants@moscowgivingcircle.org](mailto:grants@moscowgivingcircle.org)

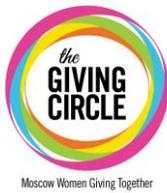
**Timeline:**

Grant applications available	December 15, 2016
Grant applications deadline	February 15, 2017
Finalists notified	March 10, 2017
Finalists present to members	April 23, 2017
Notification of awards	May 15, 2017

**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.

- Does the request fall within the Circle's guidelines?
- To what extent is the organization's mission congruent 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?
- Is the organization ready to take advantage of the capacity building proposed?



## 2017 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 five items.** The proposal narrative should not exceed two pages using a readable font and spacing. For those requesting capacity building funding, respond to #1, 2, and 4. For those requesting funding for projects that are not organizational capacity building (to be funded from the 25% of funds dedicated to proposals from all categories), please only respond to items #1, 3, and 4. Use the following format in your proposal.

- 1) **Describe your organization and provide your mission statement.**
- 2) ***For those seeking funding for capacity building:***
  - a. What organizational capacity challenge will this funding address?
  - b. Describe the capacity building that this funding will support.
  - c. How will this capacity building help your organization become stronger and more able to accomplish your mission?
- 3) ***For those seeking funding for other work:***
  - a. Explain the project or program for which you are seeking funding. If you are asking for operating support, explain how the funds will be used.
  - b. What will the project or program accomplish?
  - c. Tell us why this funding will matter. In other words, what is the purpose or need and who is served by the work?
- 4) **Provide a budget** for the capacity building work, 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 page limit.

**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 10 minutes) at our April 23, 2017 member meeting, to talk about your request and answer questions.