

## ***2018 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.

## **2018 Grantmaking Guidelines**

### ***Grant Specifics***

Members voted with their pledges at our fall kick-off meeting and selected a theme of **Inclusivity: Expanding Our Community Circles** as the funding focus for 2018.

The members of the Moscow Giving Circle (MGC) believe that understanding and empathy are the foundations for a strong and resilient community. In that spirit, this year the MGC's grants will be focused on funding projects and programs that create meaningful opportunities for connection between diverse individuals or groups. By inclusivity, we mean bringing people together. Inclusivity can take many forms, such as strengthening inter-generational connections, making enrichment opportunities available to new audiences, ensuring all in our community live with dignity, and promoting civil discourse, among a plethora of examples. Organizations seeking to increase access to their mission or champion connections within our community are encouraged to apply for individual projects or collaborative projects with another organization.

Although the bulk of our grantmaking will fund **Inclusivity** 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.

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](mailto:givingcirclemoscow@gmail.com).

### ***Grantmaking Process***

Interested groups should provide a brief project or program 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 1st, 2018, and the grants committee will announce finalists on March 30th, 2018. Finalists submit additional information and give a brief (up to 5 minutes) oral presentation to Circle members at our April 15th, 2018 meeting. Circle members vote to determine the final grant recipients after the presentations meeting. Successful applicants will be notified by May 15th, 2018.

### ***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 2019 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 1, 2018**.

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 2018 MGC application).

Email applications to: [givingcirclemoscow@gmail.com](mailto:givingcirclemoscow@gmail.com)

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

The Circle

P.O. Box 8938

Moscow, ID 83843

Questions? Please contact [givingcirclemoscow@gmail.com](mailto:givingcirclemoscow@gmail.com). You may also find information at [www.moscowgivingcircle.org](http://www.moscowgivingcircle.org).

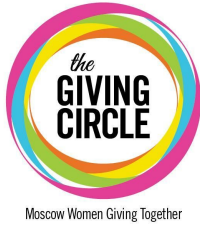
***Timeline:***

Grant applications available	January 8, 2018
Grant applications deadline	March 1, 2018
Finalists notified	March 30, 2018
Finalists present to members	April 15, 2018
Notification of awards	By May 15, 2018

***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?



## 2018 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 funding to promote **Inclusivity**, 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 Inclusivity:***
  - a. What need for inclusivity will this funding address?
  - b. Describe the way in which this funding will promote inclusivity.
  - c. How will your organization's work to promote inclusivity make our community stronger?
- 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.

*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 April 15th, 2018 member meeting, to talk about your request and answer questions.