

2019 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.

2019 Grantmaking Guidelines

Grant Specifics

Members voted with their pledges at our fall kick-off meeting and selected a theme of **Building Circles of Well-being** as the funding focus for 2019.

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 promote the physical, emotional, and social well-being of individuals and our community as a whole. Building circles of well-being can take many forms. Some circles may be formed by organizations investing in collaborations that bring together two or more groups for projects that foster meaningful relationships while providing services and enrichment to our community. Other circles may be formed by an organization connecting various parts of our Latah County community, be it diverse geographic locations, multiple generations, or new arrivals with established residents. Still other circles will be created by providing programs that ensure an individual's safety, health, or enrichment (with an emphasis on culture and the arts).

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 project or anticipated 2019 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, 2019, and the grants committee will announce finalists on March 29th, 2019. Finalists submit additional information and give a brief (up to 5 minutes) oral presentation to Circle members at our April 14th, 2019, meeting. Circle members vote to determine the final grant recipients after the presentations meeting. Successful applicants will be notified by May 15th, 2019.

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 2020 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, 2019**.

This year, we ask that all applications be submitted via email (ideally as a single Word document or PDF file). Please name the file(s) with your organization's name first (ie: AwesomeNonprofit 2019 MGC application).

Email applications to: givingcirclemoscow@gmail.com

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

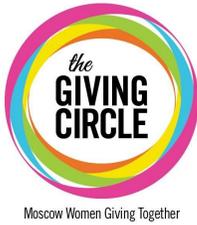
Timeline:

Grant applications available	December 20, 2018
Grant applications deadline	March 1, 2019
Finalists notified	March 29, 2019
Finalists present to members	April 14, 2019
Notification of awards	By May 15, 2019

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 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?



2019 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. 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) build circles of well-being?**
 - a. What need for well-being will this funding address?
 - b. How will this funding address that need?
 - c. In what way(s) will your organization's work to promote well-being make our community better?
- 3) **What will this project look like in the future?**
 - a. Do you believe this project/program is sustainable? Is it a pilot program or intended as a one-time investment?
 - b. Who are the partners that might be called upon to keep the work going?
 - c. Tell us why this funding will matter. What would happen if you didn't get the funding?
- 4) **Has your organization received a MGC grant before?**
 - a. If so, please provide details like the year, the project, and the outcome.

- 5) **Provide a budget** for the well-being work, project, or program, as well as a 1-page summary of your organizational budget. NOTE: The budget is not included in your 2-page narrative page limit.

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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 14th, 2019 member meeting, to talk about your request and answer questions.