

# REQUEST FOR PROPOSALS



**Endowment Grant, 2017**  
***Partnering for Resiliency***  
**Amount to be awarded: \$19,000**

**Award Date: May 3, 2017 at the JCF Annual Grant Makers' Forum**

**I. Statement of Purpose:** To help fund a community project or program that can be most effectively implemented through a partnership of two or more nonprofit organizations.

**II. Partnering for Resiliency:** The Jefferson Community Foundation (JCF), through the Nonprofit Alliance, strives to assist nonprofit organizations to build capacity for impact and growth through efficient use of resources, staff and board development, and through smart partnerships between and among organizations that share congruent missions.

JCF recognizes that informal and formal partnerships already exist among many of our local nonprofit organizations. An example: the Port Townsend Winter Shelter is a partnership among Olympic Community Action Programs, Community Outreach Association Shelter Team (COAST), and the American Legion. The Boiler room extends the shelter's reach by providing free meals when the shelter is closed. Churches and service organizations also provide meals and other volunteer services. These community partnerships create a resilient support system for a vulnerable population.

***Partnerships cannot be forced, but opportunities should be seized.***

Partnerships should emerge out of a common vision and purpose. Perhaps your organization is currently in a formal or informal partnership with another organization. Consider: How would this grant expand the partnership or allow a joint project to move forward? Or perhaps your organization plans to begin a new program or project that could be launched most effectively with another organization in Jefferson County. Consider: What other organization has resources and experiences that could augment those of your organization?

### **III. Selection Criteria**

Funded efforts will:

- Benefit people in Jefferson County

- Be more effectively administered as a partnership, and will have a greater impact on the community through a partnership than it would through a single organization.
- Provide services in an innovative way
- Meet a need that has been identified and supported by data
- Have measurable results

***In addition, applications that demonstrate a potential for the following will receive deeper consideration by grant evaluators:***

- Attracting and leveraging additional resources
- Continuing the delivery of the project/program beyond the grant period
- Creating a “ripple effect” in the community

#### **IV. Selection Process**

Proposal submissions will be reviewed by a panel of experienced grantors. The panel will announce its selection at the annual JCF Grant Makers’ Forum scheduled for May 3, 2017. Each applicant organization is required to send at least one representative to the Forum. **Please note:** the Forum is designed to be an educational experience; therefore, all participants will receive copies of the grant applications (minus organization budgets). Panelists will provide commendations and recommendations for some of the applications during their comments.

#### **V. Submission Requirements and JCF Contact Information**

The proposal and attachments are due by 5:00 p.m. on Friday, April 14, 2017. Send all documents by email to [debbier@gives.org](mailto:debbier@gives.org). If you are unable to send attachments electronically, you may mail them to: Debbie Reid at Jefferson Community Foundation, 201-B West Patison Street, Port Hadlock, WA 98339. Phone: 385-0721

#### **VI. Evaluation and Award Process and Schedule**

The proposals will be reviewed and evaluated against the criteria outlined in this document. Panelists may request a site visit or additional material.

#### **VII. Terms of the Grant**

The grant term is one year. Funds will be disbursed within 30 days of the award date. Recipient organizations will be expected to adhere to the Publicity Guidelines of JCF, posted on the website at [www.jccfgives.org](http://www.jccfgives.org).

#### **VIII. Grant Reporting**

Recipient organizations will be required to submit a progress report to JCF six (6) months after the award date. The report should be no more than a two-page summary of activities conducted to date and successes and challenges encountered during the six-month time period. A final report will be due fourteen (14) months after the grant award date. A form is available on the JCF website. The report should mirror the proposal criteria in the RFP. Recipients

are encouraged to invite JCF staff and board members to any presentations or events related to the funded project throughout the project year and to provide photos of events that JCF may use for promotional purposes.

**IX. Organization Information Sheet (to be submitted by each partner organization)**

**X. Application:** Please provide the following information, following the outline. Use 12 pt. type and do not exceed 3 pages, excluding the cover letter and required attachments

<b>A. Project Description</b>	
	<ol style="list-style-type: none"> <li>1. Name of project (10 words or less)</li> <li>2. Amount requested (up to at least \$16,000)</li> <li>3. Statement of need for this project in Jefferson County and demographics of the population who will benefit from your efforts</li> <li>4. Goals of the project and specific activities planned to meet your goals</li> <li>5. How the project will meet the “Partnering for Resiliency” criteria for the proposal</li> <li>6. The responsibilities/activities to be assigned to each organization</li> <li>7. Timeline</li> </ol>
<b>B. How do you plan to measure success? Evaluation tools and methods could include:</b>	
	<ul style="list-style-type: none"> <li>• Surveys</li> <li>• Changes in client or organizational behavior</li> <li>• Data collection</li> <li>• Reports to the community</li> <li>• Other</li> </ul>
<b>C. Qualifications for Project Leadership</b>	
	<ol style="list-style-type: none"> <li>1. Organizations’ positioning and expertise to carry out the activities and purpose of the project.</li> <li>2. Relevant experience and abilities of project’s leaders.</li> <li>3. Identify a person from each organization who will serve on a project supervisory team.</li> </ol>
<b>D. Required Attachments</b>	
	<ol style="list-style-type: none"> <li>1. Cover Letter signed by a board officer of each organization</li> <li>2. Board member roster</li> <li>3. Organizational Information Sheet for each organization (See page 3).</li> <li>4. Legible copy of 501(c)3 IRS Tax Exempt Letter</li> <li>5. 2017 approved budget for each organization</li> <li>6. One-Year budget for your Partnering for Resiliency Project. Note: Include requested funds from JCF in both the income and expense column and other sources of funding you may seek. If you plan to continue the project beyond one year, please summarize how you plan to sustain it financially.</li> </ol>

***Thank you for your commitment to improve lives in Jefferson County!***