



TAHOE WOMEN'S COMMUNITY FUND

P.O. Box 18069; South Lake Tahoe, CA 96151;(530) 494-9856,
A Fund of the El Dorado Community Foundation; fax 888.404.6855
tahoewomensfund@gmail.com

Giving Together for our Community

Date: February 1, 2018

To: Nonprofit Organizations 501(c)(3), Schools, Churches, and Service Organizations
Serving the South Shore of Lake Tahoe

From: The Tahoe Women's Community Fund

Subject: **FOCUS GRANTS: Poverty & Housing OR Children and Youth**

Funding Opportunities

We are pleased to inform you of grant opportunities available from The Tahoe Women's Community Fund, a fund of the El Dorado Community Foundation. The members of the Tahoe Women's Community Fund have voted and selected **Poverty & Housing AND Children and Youth** as the 2018 Focus Grant categories. The Focus Grants have been developed to make a substantial impact on the South Lake Tahoe community. Thus, we will be giving multiple grants in BOTH categories for a total of **\$50,000**.

The grant specifics are as follows:

Areas of Need:

- 1) Poverty & Housing
- 2) Children & Youth

Total to be awarded:

- 1) **\$30,000 for projects pertaining to Poverty & Housing. Each grant application (RFP) will be allowed to request up to \$10,000.**
- 2) **\$20,000 for projects pertaining to Children & Youth. Each grant application (RFP) will be allowed to request up to \$10,000.**

Deadline grants submission: **Monday, February 26, 2018 5:00 pm**
Electronic submission preferred

Request for Proposal Guidelines

Funding is available to nonprofits on the South Shore of Lake Tahoe. If an organization applying for a Tahoe Women's Community Fund grant is operating under the 501 (c)(3) (nonprofit) status of another "sponsoring" organization, the "sponsoring" organization must be established and operating in El Dorado County or Douglas County. This does not apply to nonprofit organizations that are nationally or internationally based.

After receiving one grant, an organization must "sit out" from the grant process for one (1) year. Thus, if you received any grant from TWCF in 2017, your organization is ineligible to apply this year.



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Your grant proposal must be submitted using font size 12 Times New Roman (black). Page one (1) of your document should be the Application page, using the format provided. You are allowed three additional single-spaced typewritten pages to respond to questions 1-5 as noted below. Your budget documentation (using the Excel template provided), should be on a separate attached sheet over and above the three (3) pages. Please do not include letters of recommendation or any other support documentation. Please attach a copy of your 501(c)(3) Letter of Determination from the IRS to your proposal, if applicable.

On the application page, include a **project summary (a total of 250 words or less)** describing your program/project. **This is the most important part of your application.** Please be clear and concise...be sure to include the name of your organization, the project description and the amount you are requesting in this summary. If chosen, this description will be what TWCF members read before they vote.

Submit your proposal using one of the following methods:

Email (Preferred): tahoewomensfund@gmail.com

OR

Mail: Tahoe Women's Community Fund
P.O. Box 18069
South Lake Tahoe, CA 96151

Electronic submission is preferred and a PDF format is recommended. When you email your entry, please be sure you receive a reply (within 48 hours) that it has been received by TWCF!

If you have questions please contact Sara Pierce, Grants Committee Chair at tahoewomensfund@gmail.com .

Complete Grant Package

1. Application page (includes 250 word Project Summary and Budget Amount Requested)
2. Three pages responding to the following areas:
 - a) Need for the Project
 - b) Methods/Activities/Timeline
 - c) Measurable Objectives
 - d) Organization Experience/Mission
 - e) Capacity Building
3. Budget (Template provided)
4. 501(c)(3) IRS Letter of Determination (Nonprofit status), if applicable.

The Grants Committee will score the sections of your grant. The Grants committee will select the top **TEN (10) scoring grants** (see attached rubric) of each Focus Area and these will be voted on by the members of the Tahoe Women's Community Fund.



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Application Cover Page **Focus Grants: Poverty & Housing OR Children & Youth**

Focus Grant Area (Poverty & Housing OR Children & Youth): _____

Organization's Name: _____

Address: _____

Contact Person: _____ Title: _____

Telephone Number: _____ Email: _____

Sponsoring Organization (if applicable): _____

Amount being requested: \$ _____

Project Summary

Provide a summary, 250 words or less, that describes your program/project. If chosen, your description will be included in our member's ballot and go out for a vote. The opening sentence of this summary should include the name of the organization, name of project, amount of money being requested as well as an overview.

For example... _____(name of organization) is requesting \$ _____ for its _____ Project which will _____(description of project).



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Grant Proposal

Must contain the elements (1-5), INCLUDING THE BUDGET PAGE

Allowed: 3 pages or less plus the budget page

Times New Roman size 12 Font, Single Space

1) Need for Project

Identify the population and the geographic area to be served.

Identify the specific needs and/or problems to be addressed by the proposal. Quantify these needs and/or problems to the extent possible.

2) Measurable Objectives/People Served

Explain how this proposal is designed to address the needs and/or problems identified. Explain the methods/activities you will use to address these needs.

Include a timeline for the entire project assuming a July 1, 2018 award date.

Identify the measurable objectives for your proposed project, including number of people to be served.

3) Organization Experience/Mission

Describe the experience your organization has had in providing services to the proposed area(s) of focus.

Describe how the proposed project relates to your organization's mission and goals.

Is this project new or existing?

4) Capacity Building

Describe how your proposal includes catalysts for change such as a mechanism for serving societal needs, building relationships with local partners and increasing participants' knowledge, skills, and understanding to accomplish the desired change.

How will this project address the root causes of one of our greatest community problems?

In 5-10 years down the road, will this project still be making a difference?

What community partnerships will this project build?

5) Budget

Please attach a one page line item grant budget for your project. A template is provided for your use. Be sure to include all funding sources.



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PROGRAM BUDGET: Line Item Budget

Grant Title: _____

Name of Person Preparing Budget Report: _____

Line	Revenue	Budget Request	Local Contribution*	Total Budget
1	Tahoe Women's Community Fund		xxxxxxxxxxxx	
2	Local Contribution*	xxxxxxx		

3	Total Revenue			
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Line	Grant Expenditures**	Budget Request	Local Contribution*	Total Budget
4	Staff Salaries and Wages			
5	Fringe Benefits			
6	Occupancy and Utilities			
7	Equipment			
8	Supplies and Materials			
9	Telecomm, Travel, & Meeting			
10	Marketing and Advertising			
11	Contract Services			
12	Other***			
13	Indirect ***			
14	TOTAL EXPENDITURES			

* Not required, but if there is a contribution by your organization, please specify source and amount.

** Not all categories of expenditures may pertain to your proposal.

*** Detail on Other or Indirect Cost (allowed up to 20%): Please provide a general description.



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SAMPLE RUBRIC					Total Score:	_ /21	
Organization Name:							
Project Name:							
1) Need for the project							
	The proposal addresses a very important community need						3
	The proposal addresses a community need of moderate importance						2
	The proposal addresses a need of less importance for our community						1
2) Measurable Objectives & Activities/Numbers of Individuals Served							
	The proposal has strong measurable objectives and well explained activities.						3
	The proposal has measurable objectives and has activities explained.						2
	The proposal has objectives, but they aren't easily measured and/or activities are unclear.						1
	The proposal will benefit a large number of people.						3
	The proposal will benefit a moderate number of people.						2
	The proposal will benefit a small group of people.						1
3) Organizational Experience/Mission of Organization							
	The organization has significant experience providing services in this area of need.						3
	The organization has some experience providing services in this area of need.						2
	The organization has little or no experience providing services in this area of need.						1
	The proposal is a very good fit with the organization's mission and goals.						3
	The proposal is a moderately good fit with the organization's mission and goals.						2
	The proposal barely fits the goals and mission of this organization.						1
4) Capacity Building							
	The proposal includes all elements of a catalyst for change, will serve the community well and build strong partnerships for long-term impact.						3
	The proposal includes many elements of a catalyst for change, will serve the community fairly well and should build useful partnerships.						2
	The proposal has a few elements of a catalyst for change, should serve the community and may or may not build strong partnerships.						1
5) Financial Resources/Budget Proposal							



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	The budget effectively leverages and/or uses TWCF dollars. Additional funding is clearly identified and secured if needed. Budget proposal is clear.	3
	The budget effectively uses TWCF dollars, but they are not leveraged. Additional funding may not have been identified or secured. Budget proposal is somewhat clear.	2
	The budget is not very clear or does not seem to use TWCF dollars effectively and does not leverage other funding. Budget is unclear.	1