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“Better Together”

Request for Proposals

Since 1991, the Wabash Valley Community Foundation Inc. has been providing grants to nonprofit organizations in Clay, Sullivan and Vigo counties. After reviewing hundreds of proposals, it appears that many of our nonprofit organizations share similar challenges whether it is related to capital improvements, transportation, program expenses, audience/client engagement, and staffing. Given that the Community Foundation cannot fund each organization for these matters in a significantly meaningful way, the Community Foundation has decided to allocate significant funding of up to \$50,000.00 to fund one or more projects or programs that address one or more common issues facing a collaboration of nonprofit agencies.

Phase 1 - Planning Grant

A \$2,000.00 planning grant is available to assist in the expenses related to building a collaborative partnership. A collaboration or partnership between 2 or more different entities may request a planning grant through a brief letter to the Wabash Valley Community Foundation, signed by the Executive Director and Board chair of the entity that will be the fiscal agent for the collaboration with letters of support from the other partners in the collaboration. Up to seven (7) planning grants will be made. The Planning Grant request must be made no later than March 1, 2010. The planning grant will be paid by March 31st.

Phase 2 - Request for an Implementation grant.

Formal implementation proposals requesting up to \$50,000 per collaboration shall be developed during the planning phase and will be due to the Wabash Valley Community Foundation by October 1, 2010.

Proposal Guidelines

In preparing the implementation grant proposals, applicants are encouraged to show in the proposal the degree to which their collaboration accomplishes the following:

- Assesses the greatest shared need of the collaboration/partnership.

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- Prioritizes the most compelling need of their partnership/collaboration and identifies how the grant, if funded, would benefit not only the partnership, but each agency within the partnership.
- Identifies any prior partnerships or collaborations between the organizations involved.
- Analyzes the capacity of existing facilities, the other partners, other agencies providing similar services and possibilities offered through combined programs.

The implementation grant should be not more than 15 pages, not including appendices and must include the following.

1. A one page executive summary (objectives, performance indicators, amount requested, duration of program, contact person, address, telephone number and email address.
2. A description of the collaboration's highest priority need and the process utilized to identify and prioritize the need. Explain how the need will challenge the collaboration from achieving future success.
3. A detailed description of the program or project to be implemented including an identification of the program's ultimate goals and an explanation of how the goals will significantly enhance the collaboration's efforts to address the challenge.
4. A description of the performance indicators to be used to measure progress toward the programs' goals and the means by which these goals and performance indicators were identified.
5. An evaluation plan that describes how the program will be evaluated
6. A description of how the program will be conducted.
7. A description of how the proposed program will be sustained after the Foundation's grant has been expended.
8. A timetable from initiation through completion of the proposed program
9. An identification of any obstacles you anticipate in implementing the program.
10. A detailed line-item budget for the program. Please be sure that the budget is accurate and addresses all components of the proposed program.
11. Identification of one nonprofit entity that will serve as the fiscal agent for the collaborative partnership along with that organization's financial statements (balance sheet and income statement) for the most recently completed fiscal year and also include the most recently completed month and forms 990 (including Schedule A) for the last two completed tax years.

GRANTMAKING CRITERIA

The following criteria, among others, will help guide the grant decisions:

1. The extent to which the prioritized need(s) is/are compelling. This includes the degree to which the need(s), if not addressed, will challenge the community in achieving future prosperity.

2. The soundness of the strategies devised to address the need(s) and the degree to which the budget ties to the program proposed. Although creativity is valued, cost-effectiveness also is important. Proposals primarily for programmatic expenses are preferred. Funding for capital projects that will enable the collaboration to implement the proposed program is possible. A compelling case must be made for any capital expenditures, and those expenditures must tie closely to the purpose of the proposed program.
3. The degree to which the proposed program addresses directly the compelling need identified by the collaboration. Proposals that present a direct link between the proposed program and the compelling need will be favored.
4. The extent to which the magnitude of the proposed program is commensurate with the ability and resources of the collaboration to implement the program and sustain it after the Foundation grant expires.
5. To the extent there was broad collaboration among agencies or organizations providing the same type of services in determining the prioritization of the needs and development of the proposed strategies to address them.

PROPOSAL DEADLINES AND PROCEDURES

Collaborations or Partnerships are asked to follow the application procedure and timeline listed below

- March 1, 2010 – date by which a request for a planning grant must be postmarked or received at the Community Foundation
- March 31, 2010 – date by which planning grants will be paid to collaborations interested in participating
- October 1, 2010 – date by which two copies of implementation proposal must be postmarked or received at the Community Foundation
- November 1, 2010 – planning grant program and financial reports due to the Community Foundation
- December 31, 2010 – date by which collaborations will be notified by the Community Foundation of implementation grant awards; implementation grant funds are tentatively scheduled for disbursement on or before this date.
- January 1, 2011 to December 31, 2014 – grant period during which the program is to be implemented.

Questions regarding this initiative can be directed to:

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