



## Request for Proposals (RFP) for 2015 Grants Program

**TO:** Community Groups in Ventura County

**WHO:** The Social Justice Fund for Ventura County (SJF) brings together the organizing power of grassroots groups with the resources of a ‘Giving Circle’ - a place where SJF donors gather together to decide on the grants we give. SJF is hosted by the Ventura County Community Foundation (VCCF). Mission Statement: SJF promotes fairness, equality and human rights. We strengthen social justice by creating change, not charity.

**FUNDS:** Proposals up to \$10,000 will be considered. SJF has funded projects as small as \$1,500 as well as the maximum \$10,000. One year grants will be awarded beginning May 1, 2015. We anticipate that up to \$35,000 will be available, dependent on fundraising.

**HOW:** To learn how to apply, more about the grant priorities, and how to strengthen your proposal, it is to your benefit and HIGHLY recommended that you attend our Applicant Information Meeting on January 15, 2015 at 10:00 a.m. at the VCCF Nonprofit Center in the Center for Nonprofit Leadership- Classroom A, 4001 Mission Oaks Blvd, Camarillo, CA 93012. **RSVP to Cristina Gonzales by January 8, 2015 at [cristina@socialjusticefundvc.org](mailto:cristina@socialjusticefundvc.org).**

Proposals must be received in VCCF offices by 1:00 pm February 27, 2015. (No faxes or email). Proposals that are late (regardless of their postmark) and/or incomplete will not be accepted. Completed proposals may be mailed or delivered to Linda Garcia at the Ventura County Community Foundation:

Social Justice Fund for Ventura County  
 c/o Linda Garcia, VCCF  
 4001 Mission Oaks Blvd., Suite A  
 Camarillo, CA 93012

GRANT PRIORITIES
<p>SJF grants will support <b>community organizing projects or programs that advance positive social change in Ventura County</b>. SJF defines this as a process where the people who have been most affected by inequality and absent from decision-making join together to bring about positive change in their communities.</p>
<p><b>Special Priority Issue</b> – At least \$20,000 of funding will be allocated to <b><u>Youth Organizing for Change</u></b>– This focus seeks projects that support youth as leaders of change in their schools, communities and/or larger society. Projects can focus on youth organizing in response to any variety of issues such as changing the culture of bullying in schools, organizing for needed services, advocating for alternatives to gang membership and more.</p>
<p><b>All proposals, including Youth Organizing for Change, must promote fairness, equality and human rights and include AT LEAST ONE of the strategies noted below that are considered community organizing’s best and most promising strategies <u>and</u> include active work in creating change in an identified issue:</b></p> <p><b><u>Leadership</u></b> - SJF seeks projects that develop local leaders and build their capacity and power at the grassroots level to act on behalf of their community. Importance should be placed on building a strong &amp; committed leadership base for the project’s work and strong advocates that give voice to the unheard and power to the powerless; <b>OR,</b></p> <p><b><u>Advocacy</u></b>- SJF seeks projects that go beyond addressing individuals’ needs. Our interest is in mobilizing people affected by injustice to advocate for broader community, institutional, or policy change. The “targets” of change are defined by the group, and may include public programs/services, policies, laws, or attitudes and behaviors that affect community well-being. The key is creating conditions of economic and social progress with active participation and the</p>

fullest reliance on the community's initiative; **OR**,

***Consciousness Raising***- Another strategy for building power and creating change is to encourage people to think critically about their own assumptions and beliefs, build awareness about the root causes of injustice, and develop an appreciation of the systemic nature of social and political issues. This process typically involves challenging conventional wisdom, individual reflection and public dialog focused on creating change.

***The Social Justice Fund encourages: Collaborating with and building alliances with other efforts; Using the SJF grant to leverage other funding; and Proposals that foster an openness to addressing new ideas and continuous learning.***

#### **ELIGIBILITY:**

Both previously funded SJF grantees as well as new and emerging groups are eligible to apply. SJF preference is to fund organizations based in Ventura County. Applicants outside of the County must show evidence of Ventura County leadership, engagement and community support and all proposed activities must be conducted, and the money spent in Ventura County. Each applicant must be a 501(c)(3) public charity as described in section 509(a)(1) or 509(a)(2), have a public charity serving as fiscal sponsor, or be a public agency (such as a school or unit of government). ***If using a fiscal sponsor, please contact Linda Garcia at VCCF 805-988-0196 ext. 120 to receive a copy of VCCF's fiscal sponsorship policy.***

***All of the following expenses are eligible for funding ONLY when directly related to the project:***

- Start-up, expansion or existing operating expenses;
- Personnel expenses; staff /volunteer training; capacity building and technical assistance;
- Equipment and facility costs

#### **RESTRICTIONS:**

***SJF Does Not Fund:*** Political campaigns in support of a candidate or a political party; Private businesses or profit-making ventures; Direct union organizing; Direct support to individuals; Direct social service projects; Religious purposes; Groups that discriminate on the basis of religion, gender, ethnicity, or sexual preference; nor any project not in compliance with IRS limitations on tax-exempt purposes.

#### **NOTIFICATIONS & FUNDING DETAILS:**

Some applicants will be invited to have conversations with the Giving Circle as part of the proposal review process. These will occur late afternoon/early evening on March 21, 2015. Grantees will be honored at SJF annual Currents of Change fundraising event in May.

Please contact Linda Garcia [lgarcia@vccf.org](mailto:lgarcia@vccf.org) for questions regarding the proposal process, (805) 988-0196 ext. 120. SJF Giving Circle members who do not have a conflict of interest with any of the applying organizations will review proposals. ***Applicants will be notified of funding decisions by May 1, 2015.*** If awarded a grant:

- The funding year will begin May 1, 2015. All funded groups will receive written terms that must be signed and returned to SJF /VCCF.
- An interim expense report and progress report will be due at six months and a final report will be due at the end of the grant period. In addition, an interim site visit with Giving Circle members will be performed between July and September 2015. Failure to submit follow-up reports will disqualify your organization from future SJF funding.
- Grants are paid in two installments ½ at the grants reception and ½ paid after receipt & approval of the interim expense report.
- Funded groups will be expected to partner with the Social Justice Fund in promotional and fundraising activities in order to build support for both the grantee and SJF.



## APPLICATION GUIDELINES

COMPLETE PROPOSAL PACKETS MUST INCLUDE:

All items in  
packet must be  
3-hole punched

### ONE MASTER APPLICATION PACKET: One, 3-hole punched collated set including:

- ❑ **Cover Page:** Please complete on the supplied form.
- ❑ **Proposal Narrative:** The narrative portion of the application must be no more than four pages, using at least 12pt font, and must address all of the questions on the Proposal Narrative page of the RFP. Margins must be 1 inch. Call Linda Garcia at 805-988-0197 ext. 120 if you need access to a computer.
- ❑ **Grantee Project Plan.** Please complete on the supplied form. You may reformat this if necessary.
- ❑ **Project Budget:** Please complete on the supplied form.
- ❑ **Financial Information Summary:** Please complete on the supplied form.
- ❑ **List of Governing Board (e.g. Board of Directors, Steering Committee)** including their community or professional affiliations, with city of residence.
- ❑ **Copy of current IRS 501(c) (3) letter** verifying federal non-profit status. For those using a fiscal sponsor, please see the last bullet.
- ❑ **Most Recent IRS form 990**
- ❑ **Detailed Financial Statements.** All in-house statements (year to-date and prior fiscal year) must be signed by two officers of the organization's Board of Directors **Please submit both:**
  1. **Most recent annual audit.** For organizations with an annual operating budget under \$500,000 or without audited statements, you must submit in-house income & expense statement **and** a balance sheet for the most recently completed fiscal year.
  2. **Current fiscal year-to-date financial statements.** Please submit an income & expense statement **and** balance sheet for the current fiscal year to-date. Please clearly label the time period covered by the financials.
- ❑ **Letters of Agreement (if applicable):** If the successful completion of the project is dependent upon a partnership with one or more organization(s), please provide a **letter of support from each partner**.
- ❑ **Fiscal Sponsorship Agreement (if applicable)** There are additional forms and requirements for those projects using a fiscal sponsor. Both project & sponsor must submit all organizational documentation. In order to apply under fiscal sponsorship, you must contact Linda Garcia at [lgarcia@vccf.org](mailto:lgarcia@vccf.org) or (805) 988-0196 ext. 120 to receive a copy of the Fiscal Sponsorship Agreement guidelines, VCCF's Fiscal Sponsorship Policy, and other requirements.

**\*Note:** For public agencies, your board list and board resolution should come from your governing public oversight board (ex. City Council, School Board, etc.), and in lieu of a 501(c)(3) letter, please provide documentation of your status as a public agency.



**COVER PAGE**

ORGANIZATIONAL INFORMATION	
<b>Legal Name of Organization:</b>	<b>Organization is a (Check one):</b> <input type="checkbox"/> 501(c)(3) <input type="checkbox"/> Public Agency <input type="checkbox"/> Fiscally Sponsored <b>Tax ID/EIN #:</b>
<b>Address &amp; Phone:</b>	<b>Fiscal Sponsor Name, Address and Phone (if applicable)</b>
<b>Main phone:</b>	<b>Main phone:</b>
<b>Executive Director Name:</b>	<b>Project Contact Person Name &amp; Title:</b>
<b>Phone:</b> <b>Ext.</b>	<b>Phone:</b> <b>Ext.</b>
<b>E-mail:</b>	<b>E-mail:</b>

PROJECT INFORMATION	
<b>Project/Program Name:</b>  <b>This is a (select one):</b> <input type="checkbox"/> <b>One Time Project</b> <input type="checkbox"/> <b>New project</b> <input type="checkbox"/> <b>Expansion of existing project</b>	<b>Funding priorities met by project (check all that apply):</b> <input type="checkbox"/> Leadership <input type="checkbox"/> Consciousness Raising <input type="checkbox"/> Advocacy <input type="checkbox"/> Systemic Change <input type="checkbox"/> Youth as leaders of change
<b>Population benefitting from the project:</b>	<b>Geographic area served by project</b>
<b>Total Amount Being Requested From SJF:</b> \$ _____ (Note: Proposals up to \$10,000 will be considered.) <b>Total Project Budget: \$</b> _____	<b>Your Organization's Total Annual Budget:</b> \$ _____ /year

In signing below, I am verifying that the information contained in this application is true and correct. I am also verifying that our organization does not discriminate on the basis of religion, gender, ethnicity, or sexual orientation.

\_\_\_\_\_  
Executive Director Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **PROPOSAL NARRATIVE**

*(To be typed as one document of no more than four pages, using at least a 12 pt font.)*

### **PROVIDE INFORMATION ON ALL TOPICS IN THE ORDER PRESENTED BELOW:**

1. **DESCRIPTION OF COMMUNITY NEED:** Describe the social change that you want to create. Identify the systemic problems/inequities that that the proposed project addresses, what groups are most affected and the impact these issues have on their lives. Define the population or geographical area to be engaged in the project and who will directly benefit, including estimated number of people.
2. **DESCRIPTION OF GRANT PROJECT:** Describe your proposed project and how this fits within SJF's funding priorities. Please include detail on how the community is engaged in developing and leading the project and (if applicable) how the project empowers youth as agents of change.
3. **DESCRIPTION OF ORGANIZATION:** Provide brief history of your group including its most significant accomplishments in creating impact on social change to date, including the current size and leadership structure of your organization. Please address how you develop leadership and involve the community or your constituency in your organization. Given that, what makes your organization the best fit for this project?
4. **GOALS OR OUTCOMES (ANTICIPATED CHANGE):** Systemic change can be assessed by a combination of social/economic changes, specific outcomes and deliverables. Using a bulleted list, please describe the goals or outcomes you expect to see as a result of your project and how you will measure them. (Goals or outcomes should be specific, measurable in nature, and achievable within a specified time-period.)
5. **EVALUATION:** How will you know you have been successful? Present a plan for measuring degree to which above objectives and outcomes are met *in quantitative terms*. Provide the target numbers and units for measuring community benefit and how these measurements will be collected and used in reporting back SJF and other funders.
6. **COLLABORATION:** If this project includes collaborations with other organizations/projects, please define the nature of the collaboration and include contact names and phone numbers on a separate page. Please provide a **letter of support from each partner**
7. **PROJECT BUDGET and FUNDING PLAN:**
  - Describe how you will use the proposed grant including the total cost of the project, the amount requested from SJF and the expected period of time for expenditure of the SJF grant. If this is an existing project, what has been the funding history? What are your plans for sustaining this project beyond the grant year? Describe any other sources of financial support that have been identified or that are likely for this project.
  - If you receive only partial funding from VCCF, will the project still be viable on a reduced or modified scale? What modifications will need to be made?



**GRANTEE PROGRAM PLAN (EXAMPLE)**

<b>Organization: YOU (Young Oxnard Urbanites)</b>		<b>Project Title: Bullying and YOU</b>
<b>Program goal: Reduce youth bullying of LGBTQ students</b>		
<b>OBJECTIVES</b> (Measurable and specific)	<b>MEASURABLE OUTCOMES/EVIDENCE OF CHANGE</b> (List the expected evidence of change in quantitative or qualitative terms.)	<b>ASSESSMENT TECHNIQUES &amp; TOOLS</b> (Techniques & tools used to measure change)
1. Develop Gay/Straight Alliances (GSA) on at least 3 campuses of the Oxnard Union High School District involving 150 students	<ul style="list-style-type: none"> <li>- 6 leaders trained in organizing GSAs.</li> <li>- 30 community members attend a Town Hall Meeting on the impact of homophobia in the school setting.</li> <li>- 3 GSAs organized, 150 students enrolled and GSA leadership team identified at each school.</li> <li>- GSAs receive formal school recognition at 3 schools and develop one faculty ally each.</li> </ul> <p><b>Text Added When Filing Grant Reports:</b> Surpassed expectation. GSAs on 4 campuses, 200 members.</p>	<ul style="list-style-type: none"> <li>- Membership roles from the GSA</li> <li>-</li> </ul>
2. Provide training for at least 20 student community organizers to carry out Objective 3.	<ul style="list-style-type: none"> <li>- 6 student leaders offer training to their peers.</li> <li>- 20 student organizers recruited and trained.</li> <li>- 3 GSA form regional alliance against bullying and recommend policy action by District.</li> </ul> <p><b>Text Added When Filing Grant Reports:</b> 25 student organizers trained and have signed pledges.</p>	<ul style="list-style-type: none"> <li>- Attendance lists for training event.</li> <li>- Signed commitments from community organizers</li> </ul>
3. Implement LGBTQ anti-bullying activities on at least 3 campuses	<ul style="list-style-type: none"> <li>- Facebook page will have 300 friends.</li> <li>- Ally Week events held on at least 3 campuses.</li> <li>- Anti-bullying curriculum developed and implemented in classes on all three campuses.</li> <li>- GSAs jointly present and District passes a formal resolution acknowledging anti-gay bullying and endorsing efforts of GSAs to create safer schools.</li> </ul> <p><b>Text Added When Filing Grant Reports:</b> Facebook page has 450 friends Ally Week events held on 2 campuses (date conflicted with Homecoming events at some schools)</p>	<ul style="list-style-type: none"> <li>- Minutes of candidate meeting</li> <li>- Facebook page created and maintained</li> <li>- Reports on Ally Week activities</li> </ul>

**EXAMPLE**



**GRANTEE PROGRAM PLAN**

<b>Organization:</b>		<b>Project Title:</b>
<b>Program goal:</b>		
<b>OBJECTIVES</b> (Measurable and specific)	<b>MEASURABLE OUTCOMES/EVIDENCE OF CHANGE</b> (List the expected evidence of change in quantitative or qualitative terms. What actually happened to beneficiaries as result of your activities?)	<b>ASSESSMENT TECHNIQUES &amp; TOOLS</b> (Techniques & tools used to measure change)
1.		
2.		
3.		
4.		

**\* Please Note:** You will be expected to report back to the foundation on the evidence of change with actual outcomes. Please keep an electronic copy of this sheet for your use in reporting back to the foundation. INSERT ADDITIONAL PAGE IF NECESSARY



**PROJECT BUDGET**

Organization Name:

Project Name:

Grant Period:

PLEASE LIST TOTAL PROJECT COSTS USING ONLY THE MAJOR CATEGORIES LISTED BELOW AND DELINEATE WHICH COSTS ARE BEING PROPOSED FOR SJF FUNDING.

**STAFFING** (List by position; include salary and personnel costs; and asterisk any new position(s) for the project):

<u>Position</u>	<u>Hours/Salary/Benefits</u>	<u>TOTAL Cost</u>	<u>SJF Funding</u>

**EQUIPMENT/SUPPLIES** (List and explain)


**OTHER COSTS** (List and Explain):


**PROJECT BUDGET TOTAL**

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**OTHER FUNDING** (List amount and source of funding pending or expected to be received from other sources for the proposed project):

<u>Type</u> (grants, contracts, etc).	<u>Source</u>	<u>Status</u>	<u>Amount</u>

**Note:** You may add additional lines or pages if necessary.





## FINANCIAL INFORMATION SUMMARY

Please provide the following financial information reported in the organization's most recent audited financial statement, IRS Form 990 or signed financial statement submitted with this proposal.

**Report for Fiscal Year:** \_\_\_\_\_

### Organization Income

**List Major Sources and Amounts:**

		\$
		\$
		\$
		\$
		\$
<b>TOTAL</b>		\$

### Organization Expenses

**List Major Categories:**

		\$
		\$
		\$
		\$
<b>TOTAL</b>		\$

**Note:** You may add additional lines or pages if necessary.

**If expenses exceeded income for the year, how has the deficit been financed?**