



*2008 Grants Program
Program Summary & Proposal Guidelines*

Proposals Due: 5 p.m., Friday, July 18, 2008
Notification of grant awards: Week of September 29, 2008
Grant Period: October 1, 2008 to September 30, 2009

- + *Proposals must be in the Foundation's office by 5 p.m. on the due date.*
- + *Submit one original and one copy of the proposal.*
- + *No faxed, emailed or late proposals will be accepted. Use only staples or a large clip to hold it together. No binders, folders, or other covers, please.*

Address Proposals to:
Ruth Shack, President
Dade Community Foundation
200 South Biscayne Blvd. - Suite 505
Miami, FL 33131

For questions contact any of the following program staff at 305-371-2711 or their email address.

Gianne Ewing-Chow, Senior Program Officer gianne.ewingchow@dadecommunityfoundation.org
Betty Alonso, Associate Director of Programs betty.alonso@dadecommunityfoundation.org
Charisse Grant, Vice President for Programs charisse.grant@dadecommunityfoundation.org

**Required forms can be downloaded from the Foundation's website – www.dadecommunityfoundation.org
– or request them by emailing Gianne Ewing-Chow.**

Dade Community Foundation was established in 1967 as Greater Miami's permanent philanthropic endowment to enhance the quality of life of all the residents of Miami-Dade County. Our flexible grantmaking resources enable the Foundation to respond to our community's current and emerging needs. Through our permanent resources and special funding initiatives, the Foundation conducts grantmaking programs in a broad range of areas and is committed to investing in programs that can build community and change lives.

**DADE COMMUNITY FOUNDATION
2008 GLBT COMMUNITY PROJECTS FUND GRANTS PROGRAM**

Dade Community Foundation is pleased to announce the availability of grant funding through the Gay, Lesbian, Bisexual and Transgender (GLBT) Community Projects Fund (the Fund). The Foundation, Greater Miami's only permanent endowment for the enhancement of Miami-Dade County, is committed to building a greater sense of community, bringing together diverse groups and improving the quality of life for all Miami-Dade's residents.

This special initiative is the result of a unique alliance between the Foundation and the National Gay and Lesbian Task Force, headquartered in Washington, DC. In 2005 the Task Force assumed leadership for producing two of Greater Miami's signature events for the GLBT community – the Winter Party Festival held in the spring of each year and the annual Miami Recognition Dinner held in the fall. The Task Force, in acquiring these events, agreed that two-thirds of the net proceeds raised annually will be contributed to a fund established at Dade Community Foundation. This alliance represents the Foundation's long-standing involvement in supporting GLBT programs and the Task Force's commitment to ensuring that funds raised through these events in Miami-Dade County remain in the community, as well as its long-term commitment to Miami-Dade and to building GLBT community strength at the grassroots level.

The Fund's purpose is to advance education and public awareness with respect to GLBT issues and to support the local GLBT community. It is staffed by the Foundation with the leadership of a community Advisory Committee.

Eligibility

Applicant groups should be nonprofit organizations which:

- ✦ Propose projects and programs that benefit Miami-Dade County residents.
- ✦ Can clearly demonstrate involvement in addressing GLBT issues.
- ✦ A) have received IRS 501(c)(3) tax-exempt status; B) have a fiscal agent that is a tax-exempt organization; or C) are a nonprofit, community group or association engaged in specific activities with a charitable purpose.
- ✦ An organization may submit one proposal for which it would be the sole recipient of funding and also one proposal that represents a collaboration with other organizations in which the partners share responsibility for implementing the proposed activities and share grant funds based on each partner's role.

Funding

The Fund will consider proposals to support projects, programs and capacity building activities. **Condition for organizations awarded grants in either of the two prior years: The current proposal must demonstrate growth or expansion for the organization. This may include new or expanded programming, or taking an innovative or improved approach to past efforts that incorporates lessons learned to make the program stronger or more effective. The Fund will not award a new grant for the same project funded in either of the prior two years.**

Grants will range from \$2,500 to \$20,000 for one year. This RFP includes two priorities, specifically stated in the Funding Priorities section, for which the Fund will consider requests for a two-year commitment of \$2,500 to \$20,000 per year. ***Only for those specifically stated priorities will the Fund consider two-year requests.*** The second-year renewal would be conditional based on first-year performance and availability of funding in the second year. Grants will be considered in light of the project's proposed impact and the degree of collaboration with other groups. Grants may be used to support programmatic costs, staff and consultant salaries, supplies and materials, local travel, direct office support and the purchase of media services as appropriate. Grants are not made for memberships, events primarily intended for fundraising, memorials or to individuals. All approved grantees must agree to maintain appropriate accounting records and complete scheduled project reports.

Application and Review Process

Proposals must reflect the Fund's priorities and follow the attached proposal guidelines. Required forms can be obtained from the Foundation's website, www.dadecommunityfoundation.org, or by contacting Gianne Ewing-Chow at gianne.ewingchow@dadecommunityfoundation.org or 305-371-2711. Foundation staff will screen proposals for completeness and eligibility compliance. Staff and advisors may conduct phone interviews or site visits during proposal review. The Fund's Advisory Committee and Program Committee of the Foundation's Board of Governors will review requests for funding. Final approval of grants rests with the Foundation's Board.

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2008 GLBT COMMUNITY PROJECTS FUND GRANTS PROGRAM**

FUNDING PRIORITIES

Dade Community Foundation and the Fund's Advisory Committee will consider requests that address current and emerging needs. Given the Fund's emphasis on community building, special consideration will be given to proposals that demonstrate collaboration. The initiative seeks to address key community needs and issues and reach particularly vulnerable GLBT populations. The Fund will give priority to proposals that best address the priorities outlined below and demonstrate the strength to provide programming and achieve positive results in one or more of the following areas:

1. Strengthen the programs and capacity of organizations whose primary mission and focus is serving the GLBT community, as well as other organizations that demonstrate a commitment to addressing GLBT concerns and providing programs and services that positively impact the GLBT community;
2. Build cohesion and coordination within the GLBT community and connections with the overall community. This may be through efforts that provide needed services or create community building events by GLBT organizations collaborating with each other and/or with other GLBT-friendly organizations;
3. Address the health*, human service and social justice issues and needs of the GLBT community. While the Fund will consider requests that relate broadly to these areas, it has a particularly strong interest in projects or programs that address:
 - a. Marginalization, alienation and homophobia within the Haitian-American community. This may be through efforts that can raise awareness, foster dialogue and reach GLBT Haitian-American residents who are less visible, more isolated and marginalized from the "GLBT mainstream" networks and organizations; **Given the significant community challenges around this issue, organizations addressing this priority may submit a two (2) year funding request.**
 - b. Services and support to meet the human services, health and social needs within the transgender population and community; **Given the significant community challenges around this issue, organizations addressing this priority may submit a two (2) year funding request.**
 - c. Services and support to meet the needs of homeless GLBT youth;
 - d. Civil rights and social justice issues facing the GLBT community. This may include public policy advocacy efforts to protect or advance civil rights and civil liberties and/or non-partisan voter education and registration relating to issues such as: legal rights of same-sex partners; legal rights of GLBT parents; discrimination. Applicants must be able to demonstrate understanding of and compliance with laws that govern 501(c)(3) organizations' activities regarding electoral participation and lobbying.

Additional service-related areas of interest include:

- e. Services and support for GLBT youth and their families
- f. Services and support for seniors
- g. Services and support related to anti-GLBT violence or domestic violence within the GLBT community
- h. Access to services for African-American, Caribbean and Hispanic residents who are less visible, more isolated and marginalized due to race, ethnicity or economics

*(*The Foundation will consider proposals for health-related projects that clearly focus on the unique social and emotional factors related to an individual's sexual orientation that may have a significant impact on health and well being, including HIV/AIDS, however proposals for funding HIV/AIDS programs will generally not be funded.)*

4. Expand offerings of community-based arts & culture and/or community projects that relate to the lives, issues, experiences or cultural expression of GLBT people and communities that would be presented to coincide or in conjunction with the 2009 Winter Party Festival - February 26 to March 2, 2009. Such events would provide additional cultural, educational and community building opportunities that might include, but are not limited to, exhibitions, performances, community forums, community dialogues, literary events, etc.

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PROPOSAL GUIDELINES

To apply, provide the information outlined below, which includes a **3- to 4-page narrative, cover form, budget, budget narrative and a few attachments.**

I. COVER FORM: Attach to the front of the proposal.

II. THE NARRATIVE: Provide a narrative of no more than four pages that addresses the following:

- 1. Project Purpose:** Summarize the purpose of the proposed program or project and how it relates to the Foundation's priorities for this program.
- 2. Community Needs & Resources:** Describe the need or issue you seek to address and how it impacts the community; describe the geographic area you will work in and what other organizations provide similar activities. Based on your experience, what other key services are needed for GLBT residents in Miami-Dade County?
- 3. Organization's Unique Role:** State the mission of your organization and summarize current major programs or activities; describe what about your organization puts you in a unique position to implement your project.
- 4. Current GLBT Programming:** Summarize the types of programs or services you currently provide for GLBT residents in Miami-Dade, including the geographic areas they reach and numbers engaged annually. Summarize any key barriers to implementing your activities.
- 5. Accessing & Engaging the Target Population:** Describe the key demographics and characteristics of the population you seek to reach; describe the key strategies you will use to reach and engage them and how you will use relationships with other groups or collaborate with other groups to access and serve your target groups.
- 6. Objective, Strategies and Activities:** Outline your proposed objectives; describe your proposed strategies and activities including the type of activities, their content and quality, when, where, and how often you will provide them, and whether you will work with any partners to deliver them; a timeline for implementing your activities.
- 7. Project Outcomes & Impact:** Define your goals for how many people you seek to reach and the results you seek to achieve; describe what information or data you will collect, track and measure to assess your progress and results.
- 8. Project Resources & Organizational Capacity:** Summarize examples and results of activities similar to those being proposed; state who are the individuals who will have a key role in implementing the project, their responsibilities and qualifications.

III. PROJECT BUDGET INFORMATION:

- ✓ **Budget Form:** See "Required Proposal Forms" section. Use the Foundation's Project Budget Form to show: 1) the total cost of your program or project and how requested funds would be used, and 2) total anticipated sources of income and whether they are pending or committed.
- ✓ **Budget Narrative:** On a separate page 1) briefly explain the line items funds would be used for, 2) whether you plan to sustain the program or project beyond the grant, and if so, your plans for doing so.

IV. ATTACHMENTS: Provide the following attachments that relate to your organization:

- ✓ Resumés of key project staff
- ✓ Copy of agency's current fiscal year operating budget
- ✓ A list of the governing board and its officers
- ✓ A copy of the IRS Determination Letter of 501(c)(3) status or fiscal agent's letter
- ✓ Charitable registration with Florida's Department of Agriculture & Consumer Services
- ✓ Most recent audited financial statements, a 990, or a brief statement summarizing why these are not applicable to your organization if that is the case.
- ✓ Letter of agreement from collaborating organization (if applicable)

EVALUATION CRITERIA & PROCESS: Foundation staff use a two-stage process to review proposals:

Stage 1: Review for proposals' relationship to our mission and priorities, basic quality and completeness.

Stage 2: Evaluation to assess how well they demonstrate:

- 1. Community Need & Resources:** Understanding of community need and existing resources.
- 2. Organization's Mission, Unique Role & Current GLBT programs:** Why your group is well positioned to pursue the project.
- 3. Accessing the Target Populations:** Potential to reach and engage its target populations.
- 4. Project Objectives, Strategies & Activities:** Quality of programming and planning.
- 5. Project Impact:** Potential to provide significant benefits for the community and those they reach.
- 6. Project Resources, Agency Capacity:** Agency's capacity to implement the proposal.



Required Proposal Forms

(These forms should be used for all the Foundation's Grants Programs)

Proposal Cover Sheet – Microsoft Word Format

Project Budget Form – Microsoft Word (also available in Excel Format)

The forms are available on the Foundation's website -

www.dadecommunityfoundation.org

Or email gianne.ewingchow@dadecommunityfoundation.org

to receive them by email.

***Save documents to your computer or disk first
before entering any information on the forms.***

PROPOSAL COVER SHEET

Mark which program this proposal is for:

Community Grants Program _____	Community AIDS Partnership _____
GLBT Community Projects Fund _____	Children's Early Start _____

Organization Name:		Year Established:
Project Contact:		
Address:		
Phone:	Fax:	
Email:	Do you check this email daily?	

Brief description of proposed project or program:

Is this a new or existing project?	
Amount of Request:	Total Budget for Project/Program:
<input type="checkbox"/> Check here if request is for 2 years based on it addressing one of the priorities eligible for 2-year funding	

Organization's Annual Operating Budget:

Current Fiscal Year (Proposed):		Prior Fiscal Year (Actual):	
A: Expenses:		A: Expenses:	
B. Revenue:		B. Revenue:	
Size of Paid Staff:	Full-Time:	Part-Time:	

Does the agency receive other funding to support the proposed project/program? If so, list the source(s).

Please indicate the neighborhood (s) which you intend to reach through your proposed project or program.		
<input type="checkbox"/> South Dade – eg. Richmond Heights / Goulds / Naranja/ Homestead/ Florida City <input type="checkbox"/> Kendall / Pinecrest / Palmetto Bay <input type="checkbox"/> South Miami <input type="checkbox"/> Coral Gables / Coconut Grove <input type="checkbox"/> Miami Beach & The Beaches <input type="checkbox"/> Downtown <input type="checkbox"/> Overtown	<input type="checkbox"/> Little Havana, <input type="checkbox"/> Allapattah / Wynwood <input type="checkbox"/> West Dade – eg. West Miami / Sweetwater <input type="checkbox"/> Miami Springs / Doral <input type="checkbox"/> Hialeah / Medley / Hialeah Gardens / Miami Lakes / Northwest Dade <input type="checkbox"/> Little Haiti	<input type="checkbox"/> Liberty City <input type="checkbox"/> Northeast Dade / Upper Eastside <input type="checkbox"/> North Miami / North Miami Beach <input type="checkbox"/> North Central Dade – eg. Opa-locka / Miami Gardens <input type="checkbox"/> All Miami-Dade <input type="checkbox"/> Other: _____

PROJECT BUDGET FORM

Attach a budget narrative that briefly explains expenses for which the Foundation's funds would be used.

ORGANIZATION'S NAME:

EXPENSES: List total expenses for the project or program and then indicate how much you anticipate will be covered by the Foundation grant being requested and how much will be covered by other funding sources.

Expenses Line Item	Total Cash Expenses	Dade Community Foundation Funds	Other Funds for Project	In-kind Contributions
Project Staff: (Position):				
Project Staff: (Position):				
Project Staff: (Position):				
Project Staff: (Position):				
Services sub-contracted to key partners				
Consulting Services				
Other contracted services				
Materials / Supplies				
Marketing/Publicity/Advertising				
Printing & Copying				
Postage & Delivery				
Travel – Local				
Travel – Out of County				
Equipment Rental				
Equipment Purchase				
Space Rental for project activities				
Other Costs (Itemize Below)				
TOTAL EXPENSES				

Project Income <small>(List the source. Include the grant being requested from the Foundation.)</small>	Amount <small>(List the amount from the source)</small>	Committed <small>(List how much in the "Amount" column is committed)</small>	Pending <small>(List how much in the "Amount" column is pending)</small>
Total Income			