

POCIBLE:

People of Color Initiative to Build Leadership and Effectiveness

2009 Request for Proposals

Application Deadline: March 6, 2009

**How to Apply Workshop:
Wednesday, February 11, 6 p.m.
San Francisco**

horizons foundation

870 Market Street, Suite 728
San Francisco, CA 94102
(t) 415.398.2333 (f) 415.398.4733
www.horizonsfoundation.org

Horizons Foundation – Request for Proposals

POCIBLE

Horizons Foundation, a philanthropic social justice organization, serves the lesbian, gay, bisexual, and transgender community throughout the Bay Area and beyond by supporting nonprofit organizations and increasing the financial resources available to the LGBT community.

In keeping with this mission, Horizons is pleased to announce a new granting program—POCIBLE: People of Color Initiative to Build Leadership and Effectiveness. This program is funded by grants from Funders of Lesbian and Gay Issues, the Evelyn & Walter Haas, Jr. Fund, and The San Francisco Foundation.

About POCIBLE

Horizons Foundation has long recognized—and been committed to addressing—the particular and persistent challenges that lesbian, gay, bisexual, and transgender (LGBT) people of color and their organizations face. Not surprisingly, many of these reflect the historical and contemporary racism of US society in general. Beyond those, other challenges include low levels of foundation funding; smaller administrative capacity to support an organization’s work; and fewer opportunities for LGBT leaders of color to network at the professional and social gatherings where information and contacts are exchanged.

To help a core of people of color LGBT (POC/LGBT) organizations and individuals develop the capacity to play sustaining leadership roles in the LGBT community, Horizons has made investing in this area one of our grantmaking priorities, particularly through this new program, POCIBLE.

Program Goals

The POCIBLE grants will address four major goals:

- To build the capacity of POC/LGBT organizations to ensure that they are strong, visible, effective, and sustainable.
- To develop strong, capable, inspired, and supported leaders working actively within the LGBT community, especially but not exclusively in POC/LGBT organizations.
- To build community, both among POC/LGBT organizations and leaders as well as between POC/LGBT and non-POC/LGBT organizations and leaders.
- To strengthen the larger LGBT movement.

Funding Options

There are two types of POCIBLE grants, based on the size of your organization's budget. Organizations of all sizes also have the option to apply for Rickey Williams Fellowships in conjunction with their grants.

1. Organizational Capacity-Building Grants (for larger organizations)

Horizons will invest in multi-year capacity building for POC/LGBT organizations with budgets above \$50,000 and with at least one paid staff member. Grants are to be used towards capacity building, which includes—but is not limited to—strategic or fundraising planning, board governance, staffing, financial infrastructure, marketing, and IT (information technology). These grants include funds to be used specifically for professional coaching for the executive director and/or the chair of the board of the organization. We expect to make up to four grants of \$10,000 to \$30,000 per year, depending on the size of your organization's annual budget and the design of your project. In the event that Horizons Foundation raises additional funds, we may either increase the award amounts or make additional grants. We anticipate grants will begin April 1, 2009, and run for 12 months. Grants may be renewed for a second year after successful completion of the first.

Organizations applying for these grants may *also* apply for a Rickey Williams Fellowship (see below).

2. Organizational Capacity-Building Grants (for smaller organizations)

We will also make strategic capacity-building grants of \$2,000 to \$5,000 to organizations with budgets under \$50,000 and with volunteer staff. These grants would help organizations that are beginning to build their infrastructure by providing support for specific, short-term projects (for example, to hire a planning or fundraising consultant). The grants will provide limited but vital support to smaller POC/LGBT organizations at their earliest stages of development.

Organizations applying for these grants may *also* apply for a Rickey Williams Fellowship (see below).

Rickey Williams Fellowships (optional, for all organizations)

Supporting POC/LGBT leaders at different points in their development is a key aspect of the POCIBLE program. The Rickey Williams Fellowships address the needs of emerging or “second-tier” leaders.

Support for these leaders is an essential element in the health of any organization. Developing capable, powerful LGBT leaders of color must begin before they take the helm of an organization. This approach not only helps the leaders themselves, but is also a means for strengthening the organizations they will serve and the LGBT movement as a whole. Named in honor of a Bay Area activist, these fellowships have already supported four emerging POC/LGBT leaders.

Organizations of all sizes may nominate a current staff member or another individual they would like to work with them on their capacity-building project. Emerging, “second-tier” leaders—such as development directors and program directors—are eligible for the Rickey Williams Fellowship, which provides a stipend of \$2,000 (including funds for a professional coach). The awardees work directly with other professionals in their organization on a specific project that benefits their

organization's capacity building and provides leadership skills for the fellow. Horizons will facilitate coaching, mentoring, and convenings for the fellows. Applicants and their projects must be connected to LGBT organizations.

Funding Eligibility

POCIBLE grants are intended to support autonomous POC/LGBT organizations that work with and in a POC/LGBT community. To be eligible for one of these grants, a majority of the organization's board, staff, and the population served must be people of color. For the Rickey Williams Fellowships, the individual being nominated must be an LGBT person of color.

Organizations have the following funding possibilities:

- *Option 1* – Capacity-building grants for organizations with at least one paid staff person and budgets over \$50,000.
- *Option 1 plus Rickey Williams Fellowship*
- *Option 2* – Capacity-building grants for organizations with all-volunteer staff and budgets under \$50,000
- *Option 2 plus Rickey Williams Fellowship*

Additional Information

In an effort to provide access and channels of communication, Horizons will produce several convenings for all grantees with three goals in mind:

- Impart specific skills
- Bring POC/LGBT groups together to share resources, information, and history as well as explore possibilities for collaboration
- Build bridges between POC/LGBT organizations and non-POC/LGBT organizations

Proposal Evaluation

Horizons Foundation will award grants based on the thoroughness, practicality, and vision of the proposal submitted, as well as the likelihood of the project fulfilling one or more of the program goals outlined on page 1.

After the awards are made, Horizons staff may work with a POCIBLE grantee to refine the benchmarks included in the grant agreement to insure that the goals are practical and achievable.

Proposal Process and Due Date

The “How to Apply” workshop on February 11, 2009, will provide an opportunity to ask questions about the eligibility, support materials, projects, and fellowships. The workshop will be held at Horizons Foundation’s office (870 Market Street, Suite 728, San Francisco) at 6:00 p.m.

Please provide **three complete copies** of the proposal (one original and two copies). Copies should be double-sided. However, please include only **one set** of any relevant brochures, flyers, or other promotional/outreach materials. Also, you only need to include **one copy** of your audited financial statement.

After we receive your proposal, Horizons Foundation staff may arrange a meeting to discuss any questions we have and hear any further thoughts you have about the program.

All proposals must be signed and have a **postmark date of March 6, 2009**. You may also deliver your completed proposal to Horizons’ office by 5:00 p.m. on March 6, 2009.

Mail your completed proposal and any promotional material(s) to:

Jewelle Gomez
Director of Grants and Community Initiatives
Horizons Foundation
870 Market Street, Suite 728
San Francisco, CA 94102

Horizons will announce the awards in April.

Proposal Requirements

1. Organization Summary

Please complete the Organization Summary form included in this RFP.

2. Diversity Information

Please complete the Diversity Form included in this RFP. If you have recently filled out this information for a Community Issues grant, you may simply resubmit a copy

3. Proposal Narrative

Please limit this section to **five** pages. (Shorter proposals are welcome and encouraged. The five-page allotment is intended only to allow applicants some latitude in addressing the points below.)

About Your Organization (maximum 1 page)

- Discuss your organization's mission and history.
- Describe any experience and history of working within the POC/LGBT community, including brief program descriptions and numbers of people served. If your organization does not have such experience, please describe how your organization would build expertise in working with this population.

About the Community (maximum 1 page)

- Describe the demographics of the LGBT community you serve and how their needs have been assessed. Please estimate numbers and describe specific populations and services where possible.
- If appropriate to your project, discuss what methods of outreach you plan to use to carry out the project.

About Your Proposed Project (maximum 2 pages)

- Indicate which grant and/or fellowship option you've chosen (Option 1, Option 1 plus Fellowship, Option 2, Option 2 plus Fellowship).
- Describe the specific capacity-building project(s) for which you are requesting funding and specify the short- and long-term goals.
- Tell us what staff and/or volunteers will be involved and what expertise they have.
- Describe the specific outcomes and how they will change your organization and your capacity to fulfill your mission. What will be different after one year of funding? After two years?
- Describe how this project will affect the impact, positioning, or perspective of your organization in the larger LGBT and POC communities.

Conclusion

- Share the three most compelling reasons for Horizons Foundation to award a POCIBLE grant to your organization.

4. Rickey Williams Fellowship Nominee

If you are applying for a Rickey Williams Fellowship, please complete the nomination form and provide two documents:

- A resume for your candidate for the fellowship (**maximum 1 page**)
- A statement from your candidate describing her/his interest in LGBT leadership and the capacity-building project s/he would work on (**maximum 1 page**)

5. Budgets

- Organizational budget (see attached form)
- Project budget (see attached form; please note that you may allocate up to 15% of your request to indirect costs)

6. Attachments

- List of board members, including their affiliations, length of terms, and any special roles on the board (such as committee participation).
- List of staff involved with the project and brief descriptions of their relevant experience and expertise.
- Your most recent audited financial statement, if one is available.
- Most current/relevant brochures, flyers, or other promotional/outreach materials for your organization.

Mail your completed proposal and material(s) to:

Jewelle Gomez
Director of Grants and Community Initiatives
Horizons Foundation
870 Market Street, Suite 728
San Francisco, CA 94102

Horizons Foundation – POCIBLE 2009

1 . Organization Summary

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Web: _____

Executive Director/Contact: _____

Phone: _____ Email: _____

Is your organizations an IRS 501(c)(3) nonprofit? Yes No EIN#: _____

Fiscal Agent Organization Name: _____ EIN#: _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Web: _____

Total 2009 Organizational Budget (do not include the budget of your fiscal sponsor, if any): _____

of Staff: _____ # of Volunteers: _____ 1st Year of Service: _____

of People Organization Serves Yearly: _____

Select ONE option and the amount you are requesting:

Option 1 (larger organizations) Amount Requested: \$ _____

Option 2 (smaller organizations) Amount Requested: \$ _____

Are you also applying for a Rickey Williams Fellowship? Yes No

Signature of Authorized Officer: _____ Date: _____

Name and Title: _____

2. Diversity Information

Organization Name: _____

Please fill out percentages to the best of your ability. If you have submitted this form to Horizons in the past two years, and if there are no substantial changes, please feel free to submit a copy of that form.

	A) Board		B) Staff		C) Populations Served by Agency By Percentages %
	#	%	#	%	
RACE/ETHNICITY					
African American/Black					
Asian/Pacific Islander					
Hispanic/Latino					
White (Non-Hispanic)					
Native American					
Multi/Biracial					
Other: _____					
GENDER					
Female					
Male					
Intersex					
Transgender					
Other: _____					
SEXUAL ORIENTATION					
Gay					
Lesbian					
Bisexual					
Heterosexual					
Other: _____					
AGES					
0-12					
13-18					
19-24					
25-39					
40-54					
55-64					
65+					

GEOGRAPHIC AREAS SERVED	C) Populations Served by Agency By Percentages %
Overall	
Bay Area	
California (<i>outside Bay Area</i>)	
National	
International	
OVERALL TOTAL (should add to 100%)	
Within Bay Area	
Alameda	
Contra Costa	
Marin	
Napa	
San Francisco	
San Mateo	
Santa Clara	
Solano	
Sonoma	
BAY AREA TOTAL (should add to 100%)	

3. Proposal Narrative

Please complete the proposal narrative on separate sheets.

4. Rickey Williams Fellowship Form

Organization Name: _____

Nominee Name: _____

Nominee Address: _____

Nominee Email: _____

Current Relationship to Organization: _____

NOTE: Please remember to attach the nominee's resume and statement as well (one page each).

If the nominee does not currently work at the organization, please use the space below to describe the type of schedule s/he would create to work on the capacity-building project if awarded a fellowship. Please also include the staff person to whom the nominee would report. Is this staff person willing to serve as a mentor? What previous experience has the staff person had in supervising others (whether paid or volunteer staff)?

5 A. Organizational Budget

Organization Name: _____ Budget for the period: _____

Please enter "0" if your organization's budget does not include an expense/revenue item listed. If you need to explain an item in more detail please attach a sheet for Budget Notes identifying the item by the number of the line.

EXPENSES:

REVENUE:

Item	Amount	Source	Amount
1. Salaries and wages	\$ _____	18. Foundations	\$ _____
2. Employee benefits and payroll taxes	\$ _____	19. Corporations	\$ _____
3. Consultants and professional fees	\$ _____	20. Individual contributions	\$ _____
4. Travel	\$ _____	21. Fundraising events	\$ _____
5. Equipment	\$ _____	22. Contracted Services	\$ _____
6. Supplies	\$ _____	23. Reimbursements	\$ _____
7. Printing/copying	\$ _____	24. Other: _____	\$ _____
8. Telephone and fax	\$ _____		
9. Postage and delivery	\$ _____		
10. Rent and utilities	\$ _____		
11. Board meetings	\$ _____		
12. Trainings	\$ _____		
13. Accounting/audit	\$ _____		
14. Contingency	\$ _____		
15. Fundraising	\$ _____		
16. Insurance	\$ _____		
17. Other (please specify or attach separate sheet)	\$ _____		
TOTAL EXPENSES	\$ _____	TOTAL REVENUE	\$ _____

5 B. Project Budget

Organization Name: _____ Budget for the period: _____

This budget is for the specific project or activity for which POCIBLE funding would be used. Please enter "0" if your organization's budget does not include an expense/revenue item listed. If you need to explain an item in more detail please attach a sheet for Budget Notes identifying the item by the number of the line.

EXPENSES:

REVENUE:

Item	Amount	Source	Amount
1. Salaries and wages	\$ _____	18. Foundations	\$ _____
2. Employee benefits and payroll taxes	\$ _____	19. Corporations	\$ _____
3. Consultants and professional fees	\$ _____	20. Individual contributions	\$ _____
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11. Board meetings	\$ _____		
12. Trainings	\$ _____		
13. Accounting/audit	\$ _____		
14. Contingency	\$ _____		
15. Fundraising	\$ _____		
16. Insurance	\$ _____		
17. Other (please specify or attach separate sheet)	\$ _____		
TOTAL EXPENSES	\$ _____	TOTAL REVENUE	\$ _____

POCIBLE Proposal Checklist

Please do NOT include this checklist with your proposal; it is just to help ensure you include all elements of your proposal.

Proposals are due by **March 6, 2009 (postmarked or delivered to Horizons Foundation's office by 5:00 p.m.)**. In the interest of fairness, we regret that proposals postmarked after the deadline or sent by fax at any time cannot be considered.

Please type your proposal, using at least 12-point font.

A completed proposal consists of the following elements:

1. Organization Summary
2. Diversity Information
3. Proposal Narrative indicating which grant(s) you're applying for
4. Rickey Williams Fellowship Form, nominee resume, and nominee statement (if applicable)
5. Organizational Budget and Project Budget
6. Promotional and other descriptive materials, board list

Deliver or mail your completed proposal and materials by March 6 to:

Jewelle Gomez
Director of Grants and Community Initiatives
Horizons Foundation
870 Market Street, Suite 728
San Francisco, CA 94102

If you have any questions about the application process, please feel free to contact Jewelle Gomez at 415.398.2333 x116 or jgomez@horizonsfoundation.org.