

# Community Issues Grants

## 2011 Request for Proposals

Proposal Deadline: June 3, 2011

**horizons foundation**

**PLEASE NOTE OUR NEW ADDRESS:**

550 Montgomery Street, Suite 700  
San Francisco, CA 94111  
(t) 415.398.2333 (f) 415.398.4733  
[www.horizonsfoundation.org](http://www.horizonsfoundation.org)

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### How to Apply Workshops

Horizons will hold two “How to Apply” workshops, which will give you an opportunity to walk through the proposal preparation and granting process and ask any questions you have:

- **May 11, 6:00–7:30 p.m.**  
Horizons Foundation  
550 Montgomery Street, San Francisco (at Clay)
- **May 18, 6:00–7:30 p.m.**  
Horizons Foundation  
550 Montgomery Street, San Francisco (at Clay)

Please RSVP to [jgomez@horizonsfoundation.org](mailto:jgomez@horizonsfoundation.org) or 415.398.2333 x116 if you plan to attend.

If you are unable to attend either of these workshops and have questions about this year’s grant process or your organization’s proposal, or if you have applied for a Horizons Foundation Community Issues grant in the past three years and would like feedback on your proposal(s), whether funded or declined, please feel free to contact Jewelle Gomez, Director of Grants and Community Initiatives, at [jgomez@horizonsfoundation.org](mailto:jgomez@horizonsfoundation.org) or 415.398.2333 x116.

# 2011 Community Issues Grants Request for Proposals (RFP)

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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 our 2011 Community Issues grants, which are made possible through the contributions of individual donors to Horizons, donors' legacies included in Horizons Foundation's LGBT Community Endowment Fund, and the support of philanthropic partners.

Our goal in this RFP is to explain as fully and clearly as possible what is needed to apply and what goes into grantmaking decisions. We realize that, as a result, this RFP itself is extensive. We have worked also to streamline the application itself wherever possible, while still gathering sufficient information to allow the community panel that reviews the applications to make informed recommendations.

If any aspect of the RFP is unclear, please join us for one of the "How to Apply" workshops (see previous page) or contact us directly. We also welcome your feedback on the RFP and any other aspect of the Community Issues process.

## Changes for 2011

**NEW ADDRESS** – Please note the new location for Horizons Foundation. All materials should be sent to this address. Our telephone numbers remain the same.

**DATES** – The deadline for the application is Friday, June 3. Our funding panel will meet in late July and recommendations will go to the Horizons Board in August.

## Eligibility

**Please note that an organization may submit only one proposal for a Community Issues grant.** To be eligible for a 2011 Community Issues grant, your organization must:

- Be a nonprofit, 501(c)(3) organization, or provide documentation that the organization is fiscally sponsored by an organization that has 501(c)(3) status.
- Have a fiscal sponsor at the time you submit the proposal if you do not have 501(c)(3) status.
- Request support for an organization or program within one or more of these counties: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma.
- Have submitted a final report and financial accounting for any past grant(s) which are due.
- Address **all sections** of the proposal.
- Be an LGBT organization (defined as an organization whose mission specifically includes the LGBT population as the primary focus of the work; whose staff and board predominantly reflect the LGBT community; and which primarily serves LGBT people).
- Be a non-LGBT organization with a budget under \$1 million, have an LGBT-specific project, and have spoken to Horizons staff.

The following are *not* eligible for support:

- Requests for costs incurred prior to the date of the grant award
- Requests from government agencies
- Requests for capital support, including construction and renovation
- Fundraising event sponsorship
- Projects that directly benefit an individual (filmmaking is considered a collaborative art and is therefore eligible)
- Non-LGBT organizations with budgets over \$1 million

The maximum grant award is \$10,000, except for grants to increase giving, which have a maximum award of \$15,000 (available to LGBT organizations with budgets over \$1 million only). Please note that grant proposals from LGBT organizations with budgets over \$1 million will be considered separately from other proposals.

## Funding Priorities

As mentioned above, emphasis will be placed on LGBT-primary organizations and those funded previously by Horizons Foundation.

In addition, to help target our funding and achieve greater impact for the LGBT community with limited resources, Horizons Foundation established funding priorities in 2007 to be addressed over the next several years. The priority areas that we are focusing on in 2011 are shown below. (Two additional priorities—leadership development and LGBT elders—are being funded through a different grant program.)

**PLEASE NOTE:** LGBT-primary organizations with budgets over \$1 million may apply for projects designed to enhance their fundraising with individual donors.

Priority Area	Description
<i>For organizations with budgets under \$1 million</i>	
Creating policy, advocacy, and systems change	Organized efforts to effect change in government or private institutions and to educate leaders and others about LGBT issues.
Securing equality for LGBT people	Strategic work to serve and protect the civil and human rights of LGBT people within legal systems and institutions.
Supporting the equality, health, and empowerment of lesbian, bisexual, and transgender women	Organizations or projects that address health disparities and/or provide programs to engage and empower LBT women in society.
Achieving racial equity and full participation of people of color in the LGBT community	Organizations or projects that are based in, and focused on, the issues and needs of LGBT people of color, and/or that address the legacy of racial inequity, and/or that create bridges between people of color communities and non-people of color LGBT communities.

Priority Area	Description
<i>For organizations with budgets of \$1 million or more (must be LGBT-primary)</i>	
Increasing giving to LGBT organizations	Support for larger LGBT organizations to increase their own capacities to raise funds. Because the largest portion of non-profit support comes from individual donors, projects focusing on growing that area of giving will be given higher priority.

Your organization may already focus on one of these areas, or even a combination of them (for example, an organization developing high school “acceptance” programs for transgender women or a theatre project aiming to secure equality for queer people of color)—many of our grantees have been supported in previous years in these priority areas. **However, where indicated on the application, we ask that you designate only ONE priority area.** Please note that while the majority of grants will be made to organizations working to further the above priorities, other LGBT organizations and LGBT projects will be considered for funding as well.

**Please note also that general operating support is still our preferred method of supporting LGBT organizations. Please do not design a new project—or designate an existing one—to address the priorities.** Rather, we will be looking at the connection between your organization’s overall mission and one or more of the priorities. If you have difficulty identifying which priority you should apply under, please contact staff.

**Special note to arts organizations:** Most arts organizations/projects will often fall under the more general priority “Securing equality for LGBT people.” 2011 Community Issues grants *will* include support for arts and culture.

**Special note to HIV/AIDS organizations:** Funding of HIV/AIDS organizations that was previously awarded through Horizons Foundation is now being done by the San Francisco AIDS Foundation. Please visit their web site ([www.sfaf.org](http://www.sfaf.org)) and contact their staff for application information.

**LGBT HIV/AIDS** organizations may apply in our Community Issues cycle. Consistent with Horizons’ treatment of other Community Issues applicants, priority will be given to LGBT-primary organizations as well as those which address one of the funding priorities outlined earlier. In addition, organizations principally focused on prevention of HIV/AIDS will be given priority.

### Additional Considerations

- Non-LGBT organizations may apply for support of their LGBT programs, but, as mentioned above, are advised to speak with Horizons Foundation staff before preparing an application.
- Organizations and projects that are organized by, and work on behalf of, underserved segments of the LGBT community (including ethnicity, race, age, gender, gender identity, and physical and mental ability) will also be viewed positively in our considerations.
- Horizons will also give special consideration to programs that have limited appeal to traditional funding sources.
- To help bolster the strength of important existing LGBT organizations at a difficult time, we will give priority to those groups previously funded by Horizons.

- We will give additional priority to organizations that are **not** currently receiving significant funds from other grantmaking programs within the foundation (excluding grants from donor-advised funds or POCCE). Please call staff if you have a question.
- We will give significant priority to LGBT-primary organizations. Exceptions will be made on a limited basis. Horizons has great regard for non-LGBT organizations that serve LGBT people, and this should not be construed as diminishing their contributions. Non-LGBT-primary organizations with LGBT focused projects (for example a theatre doing a play by an LGBT playwright with LGBT content) are strongly encouraged to call staff if they are considering applying.

## Two-Year Support

In a very limited number of cases, the panel reviewing proposals may recommend that an organization receive its request for two years. Organizations that receive two-year grants would not have to reapply the following year. Two-year funding is at the discretion of the review panel and does *not* require any additional information from applicants.

## Application Process

All applications are reviewed by Horizons' program staff, then by a community panel that makes the recommendation to the Horizons Foundation board.

Complete all materials using a typewriter or computer. You can download the RFP (as a Word file or PDF) at [www.horizonsfoundation.org](http://www.horizonsfoundation.org). We cannot consider illegible or incomplete proposals.

Please do *not* send a cover letter, letters of reference, or any attachments not specifically requested in this proposal. Our goal is to minimize the pressure on applicants to produce voluminous proposals.

All proposals, along with all required attachments, must be completed, signed, and mailed by the **postmark deadline of June 3, 2011**. (You may also deliver your completed proposal to Horizons' office by **5:00 p.m.** that same day.)

In the interest of fairness, we regret that proposals dated after the postmark deadline or sent by fax at any time cannot be considered.

# Guidelines for the Budget Sheets

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The budget information is needed to ensure that Horizons and the community panel have adequate information about applicant organizations' finances. If you have additional information that will help clarify any of your figures, please include a separate sheet with budget notes numbered to correspond to the item on the budget you're discussing.

## Organizational Financial Sheet

Who should fill out the Organizational Financial Sheet:

- LGBT-primary who are requesting general operating support
- LGBT organizations with budgets over \$1M requesting project support
- Non-LGBT-primary organizations with LGBT projects

Who should fill out the Project Budget Sheet:

- Arts applicants that are not independent organizations (such as film projects)
- LGBT organizations with budgets over \$1M should fill out **both** budgets
- Non-LGBT organizations with LGBT projects should fill out **both** budgets

## About the "Fiscal Periods"

For the Fiscal Period, please indicate whether your financial information is based on a calendar year (January to December) or a fiscal year with a different beginning and ending month.

Budget notes numbered to correspond with the budget line can be used to explain significant changes or unusual fiscal activity.

**If you have a fiscal sponsor, the fiscal information provided should relate to your organization, NOT your fiscal sponsor.**

## A Final Word

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Please remember to contact Horizons staff with any questions. Thank you for your interest in applying for a 2011 Community Issues grant—and for all the work your organization does for the LGBT community.

# 1a. Organization Summary

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Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Web: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Grant Proposal Contact (if different from above):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Is your organization an IRS 501(c)(3) nonprofit?  Yes  No EIN#: \_\_\_\_\_

*If no, please fill out the Fiscal Agent information:*

Fiscal Agent Organization Name: \_\_\_\_\_ EIN#: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Web: \_\_\_\_\_

Organization Mission (**50 words or less**): *For arts projects, describe the project and artist (filmmaker, theater group, etc.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Total 2011 Organizational Budget (do not include the budget of your fiscal sponsor, if any): \_\_\_\_\_

Total 2010 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: \_\_\_\_\_

Is your organization: LGBT Primary?  Yes  No People of Color Organization?  Yes  No

# 1b. Request Summary

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Organization Name: \_\_\_\_\_

Project Name (if different from organization name): \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Organization/Project Budget: \$ \_\_\_\_\_

Is this an arts project?  Yes  No

Priority area for which funds are being requested (please check only ONE):

Policy/Advocacy/Systems Change  Securing LGBT Equality  Racial Equity

Increasing Giving \*  LBT Health and Empowerment\*\*\*

Leadership Development \*\*  LGBT Aging \*\*

\* This priority area applies to LGBT organizations with budgets over \$1 million. No other organizations may apply under this priority.

\*\* You may select one of these priority areas, but please be aware that they are not a focus of the Community Issues grants in 2011.

\*\*\* This area explicitly addresses lesbian, bisexual, and transgender women

Will grant funds be used for general operating costs?  Yes  No

If you are not an LGBT-primary organization or the answer is no, please describe the project for which you are requesting funds in 50 words or less (this is the contract language we will use in your grant agreement if your proposal is funded):

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Populations Served by Program/Organization:

Brief description of the specific population targeted (if any) by the organization/program for which funding is sought (age, gender, ethnicity, etc.) *(for arts projects, describe the audience for the project)*:

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Number of people to be served by the organization or project for which funding is sought *(for film/theater/arts projects, describe potential venues for the work if not specific numbers)*. Does not apply to organizations with budgets over \$1M applying for a fundraising project. \_\_\_\_\_

# 1c. Demographic Summary

Organization Name: \_\_\_\_\_

**ALL:** Please fill out to the best of your ability. *If you are an LGBT-specific organization seeking general operating support, skip column D.*

	A) Board		B) Staff		C) Populations served by your agency (%)	D) Populations to be served by project to be funded (%)
	#	%	#	%		
<b>RACE/ETHNICITY</b>						
African American/Black						
Asian/Pacific Islander						
Hispanic/Latino						
White (Non-Hispanic)						
Native American						
Multi/Biracial						
Other: _____						
<b>GENDER</b>						
Female						
Male						
Intersex						
Transgender						
Other: _____						
<b>SEXUAL ORIENTATION</b>						
Gay						
Lesbian						
Bisexual						
Heterosexual						
Other: _____						
<b>AGES</b>						
0-12						
13-18						
19-24						
25-39						
40-54						
55+						

<b>GEOGRAPHIC AREAS SERVED</b>	C) Populations served by your agency (%)	D) Populations to be served by project to be funded (%)
Bay Area		
California outside the Bay Area		
State or local outside California		
National		
International		
<b>OVERALL TOTAL (should add to 100%)</b>		
<b>Your work within the Bay Area:</b>		
Alameda		
Contra Costa		
Marin		
Napa		
San Francisco		
San Mateo		
Santa Clara		
Solano		
Sonoma		
<b>BAY AREA TOTAL (should add to 100%)</b>		

## 2. Proposal Narrative

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Your narrative should be **no more than three pages** (using at least 12-point font). **Shorter narratives are welcome.** On each page of your proposal, please include the organization name, contact name, and contact information.

Please address the following areas in this narrative:

1. **Briefly** describe the organization's mission, goals, history, work, and impact.
2. Describe how your organization is being affected by the financial crisis and how you are responding to it.
3. Describe how your organization/project addresses one or more of the foundation's priorities.
4. Describe the anticipated impact this funding will have on your organization or project and how you will evaluate your organization's successes and/or challenges.
5. Include the three most compelling reasons for Horizons Foundation to award a Community Issues grant to your organization.
6. **For arts projects only (film/theater/literature/visual, etc.):** Please put your work in a cultural/artistic context—describe the content and style of the project, how it fits into history of the art and/or the community, how the project was developed, who the audience might be, previous work, and who is involved in developing/creating the work. It is assumed that arts organizations/projects will be related to one of the priorities. Please call if you have a question.
7. **For organizations with budgets over \$1M:** Please describe your project as specifically as possible, including use of consultants, methods, goals, and expected outcomes. If funded, you will be asked to create project benchmarks. If you'd like assistance, please contact Jewelle Gomez at 415.398.2333 x116 or [jgomez@horizonsfoundation.org](mailto:jgomez@horizonsfoundation.org).
8. **For non-LGBT primary organizations:** If you have talked to Horizons staff, please describe the project that you plan to implement, including the goals, activities, and strategies you will use to achieve those goals.

## 3. Update on 2010 Funding

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*If your organization received a Community Issues grant last year,* please provide an update. Please include the **grant number**, organization name, contact name, and contact information.

**Please use no more than ONE page. Shorter updates are welcome.**

As applicable, please briefly describe your progress against the objectives expressed in your grant. Also tell us how successful your activities have been to date; how you made that assessment; and whether you expect your achievements to differ from the goals you set out in your 2010 proposal. Finally, please describe any major organizational and/or programmatic changes you have experienced (or expect) during the current grant period.

A full final report on 2010 Community Issues grants will be expected by July 30, 2011. See the Community Issues Final Report Guidelines on Horizons' website ([www.horizonsfoundation.org](http://www.horizonsfoundation.org)).

# 4a. Organizational Financial Information Sheet

Organization Name: \_\_\_\_\_

Organization's Annual Budget (2011): \_\_\_\_\_ Fiscal Year Period: \_\_\_\_\_ (month) to \_\_\_\_\_ (month)

Do not fill in lines that are not relevant to your organization. Individual **film projects** may skip this page and use the Project Budget Worksheet.

Where necessary, please attach a separate sheet with budget notes, numbered to correspond with the items below. For example, please describe any figures that are not self-explanatory, the nature of in-kind contributions, or pending grant proposals. Please explain your plans if you are operating in a deficit.

<b>REVENUE:</b> <i>Please do not include in-kind support here but list in a budget note.</i>	<b>2011 (current FY)</b>
1. Foundations	
2. Corporations	
3. Individual donors	
4. Government	
5. Earned revenue (sale of tickets, products)	
6. Fundraising activities	
7. Contracted services	
8. Other: _____ (please itemize in the budget notes)	
<b>TOTAL REVENUE</b>	

<b>EXPENSES:</b>	<b>2011 (current FY)</b>
9. Salaries and wages (includes benefits, taxes, etc.)	
10. Consultants and professional fees	
11. Operational costs (includes rent, utilities, and accounting/audits)	
12. Program costs (if listed on your IRS Form 990)	
13. Marketing and promotion	
14. Fundraising activities	
15. Other: _____ (please itemize in the budget notes)	
<b>TOTAL EXPENSES</b>	

<b>CHANGE IN NET ASSETS:</b>	<b>2011 (current FY)</b>
15. Current period increase or decrease in Net Assets <i>This is the difference between your total revenue and total expenses.</i>	

# 4b. Project Budget

Organization Name: \_\_\_\_\_

Project Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Do not fill in lines that are not relevant to your project. This page is to be used primarily by non-LGBT organizations, films, or other projects that might be stand-alone.

If necessary, please attach a separate sheet with budget notes, numbered to correspond with the items below. For example, please explain any figures that are not self-explanatory, any significant increase/decrease from one year to the next, the nature of in-kind contributions, pending grant proposals, or other specifics that might help the panel review your proposal.

**REVENUE:**

*Please do not include in-kind support here but list in a budget note.*

	Amount
1. Foundations	
2. Corporations	
3. Individual donors	
4. Government	
5. Earned revenue (sale of tickets, products)	
6. Fundraising activities	
7. Contracted services	
8. Other: _____ (please itemize in the budget notes)	
<b>TOTAL PROJECT REVENUE</b>	

**EXPENSES:**

*Put an asterisk by any items to be paid specifically from a Horizons Foundation grant.*

	Amount
9. Salaries and wages (includes benefits, taxes, etc.)	
8. Consultants and professional fees	
9. Operational costs (includes rent, utilities, supplies)	
10. Travel	
11. Equipment	
12. Printing/copying	
13. Marketing and promotion	
14. Fundraising expenses	
15. Other: _____ (please specify in the budget notes)	
<b>TOTAL PROJECT EXPENSES</b>	

16. PROJECT NET (Total Revenue minus Total Expenses)      \$ \_\_\_\_\_

*If the expenses for this project are greater than the revenue, please describe in the budget notes how you plan to address the deficit.*

## 5. Certification of Non-Discrimination

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As part of Horizons Foundation's due diligence commitments to individual donors, donor advisors, philanthropic partners, and Horizons' own mission to serve the lesbian, gay, bisexual, and transgender community, we require grantees to complete this form for the foundation, where it is kept on file.

**Please check as appropriate:**

\_\_\_\_\_ I certify that \_\_\_\_\_ *[organization name]* does not discriminate in regard to race, color, religion, age, sex, gender identity, sexual orientation, marital status, physical disability, political affiliation, veteran's status, national origin, ancestry, socio-economic status, or source of income in its employment practices, selection of board members, selection of students, or in accepting clients for its services or products or as otherwise provided by all applicable federal, state, and local laws.

**Organization:** \_\_\_\_\_

**Signature of Authorized Officer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name and Title:** \_\_\_\_\_

**Fiscal Agent Organization (if applicable):** \_\_\_\_\_

**Signature of Fiscal Agent (if applicable):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name and Title:** \_\_\_\_\_

# Grant Proposal Checklist

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This checklist is provided for your convenience only, to help you ensure that the proposal you mail is complete.

**PLEASE DO NOT INCLUDE THE CHECKLIST WITH YOUR PROPOSAL.**

We regret that incomplete proposals cannot be considered. Send your completed proposal, including all required attachments, to Horizons Foundation by **June 3, 2011 (postmarked or delivered by 5:00 p.m.)**.

**All applicants must submit a total of SIX copies of the proposal (each set stapled once in the upper left corner): one single-sided original and five DOUBLE-SIDED copies.** (The single copy of the IRS statement and the financial statements need not be double-sided.) The copies will be distributed to the community panelists who review the proposals and make grant recommendations to Horizons' board.

Please assemble your proposal in the following order:

- \_\_\_ **1a. Organization Summary**
- \_\_\_ **1b. Request Summary**
- \_\_\_ **1c. Demographic Summary (all applicants please fill out completely)**
- \_\_\_ **2. Proposal Narrative** (no more than three pages, minimum 12-point font)
- \_\_\_ **3. Update on 2010 Funding** (if applicable)
- \_\_\_ **4a. Organization Financial Information Sheet** – Required for proposals from both LGBT- and non-LGBT-primary organizations. However, this is **not** required for art applicants that are not independent organizations (for example, film projects). Also note that this is **not** the budget for your fiscal sponsor (if applicable).
- \_\_\_ **4b. Project Budget** – Required for proposals from non-LGBT-primary organizations and arts applicants that are not independent organizations.
- \_\_\_ **5. Certification of Non-Discrimination** (be sure to sign the form)
- \_\_\_ **6. List of board members** for your organization (not your fiscal sponsor), including their affiliations
- \_\_\_ **7. IRS 501(c)(3) determination letter** confirming tax-exempt status for your organization or fiscal sponsor. One copy is sufficient.
- \_\_\_ **8. Audited financial statement** for your most recent fiscal year (or full financial statement or Form 990, if you do not have an audited statement). One copy is sufficient.
- \_\_\_ **9. Work Sample (arts projects only)**
  - Written works:* Include samples under 10 pages (typewritten and double-sided) with the copies of your proposal, or three bound books.
  - DVDs:* Clearly indicate your sample section; one copy is sufficient.
  - VHS:* Cue the tape to a 10-minute selection; one copy is sufficient.
  - We do not accept slides.

All supplementary material may be collected from the Horizons office following the grant process.

**DELIVERY:** Mail or deliver your completed proposal with all required attachments to:

Jewelle Gomez  
Director of Grants and Community Initiatives  
Horizons Foundation  
550 Montgomery Street, Suite 700  
San Francisco, CA 94111