horizons foundation

Community Issues Grants 2017 Request for Proposals

Proposal Deadline: Wednesday, August 16, 2017

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How to Apply Workshops

Horizons will be hosting two How to Apply webinars, which will give you an opportunity to walk through the proposal preparation, granting process, and ask any questions you may have. In the coming weeks, we will also be announcing in-person How to Apply workshops that will take place toward the end of July.

- ❍ **Tuesday, July 25 from** 3:00 p.m.- 4:00 p.m.
  https://attendee.gotowebinar.com/register/4221465327546478338

- ❍ **Thursday, July 27 from** 11:00 a.m.- 12:00 p.m.
  https://attendee.gotowebinar.com/register/2396773004694142466

If you are unable to attend any of these workshops and have questions about this year's grant process or your organization's proposal, please do not hesitate to contact Horizons' staff. You may contact Nora Alcala, Administrative Manager at 415.398.2333 ext. 100, nalcala@horizonsfoundation.org or or Francisco Buchting, Vice President of Grants, Programs, and Strategic Initiatives at **fbuchting@horizonsfoundation.org**. Also feel free to call us at 415-398-2333 to speak to us by phone.

2017 Community Issues Grants Request for Proposals (RFP)

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 LGBTQ community. In keeping with this mission, Horizons announces our 2017 Community Issues grants, which are made possible through the contributions of individual donors to Horizons, donors' legacies included in Horizons Foundation's LGBTQ 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, and are keenly aware of the time involved in preparing grant applications. Accordingly, we have done our best 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.

Deadline and timeline

Horizons has a two part application submission process – an online submission along with the required paper copies of your application. Please note the submission deadlines in order to have your application considered for funding.

- The deadline for the electronic application submission is Wednesday, August 16, 2017Wednesday, August 16, 2017 by 5 PM.
- The deadline for paper copies of the application is Wednesday, August 16, 2017 (**postmarked or delivered by 5 PM**).

Funding decisions will be announced toward the end of November 2017 after Horizons' community review process and funding approval by Horizons Board of Directors.

Eligibility

Please note that an organization may submit only one proposal for a Community Issues grant. To be eligible for a 2017 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.
- ❍ Be either:
  1. An LGBTQ-primary organization (defined as an organization whose mission includes the LGBTQ population as the primary focus of the work; whose staff and board predominantly reflect the LGBTQ community; and which primarily serves LGBTQ people); or
  2. A non-LGBTQ-primary organization seeking funding for an LGBTQ-specific project.
- ❍ 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.

Please note that 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)

Awards

The maximum grant award is $10,000. The one exception to this maximum is for grants to increase individual giving, which have a maximum award of $20,000. (As noted below, such "increasing individual giving" grants are available to LGBTQ organizations with budgets over $1 million only.) Please note that grant proposals from LGBTQ organizations with budgets over $1 million will be considered separately from other proposals.

Funding Priorities

To help target our funding and achieve greater impact for the LGBTQ community Horizons Foundation has established funding priorities. The priority areas that we are focusing on in 2017 are shown below.

PLEASE NOTE: LGBTQ-primary organizations with budgets over $1 million may apply only for projects designed to enhance their fundraising with individual donors. This focus is intended to help larger LGBTQ-primary organizations have even greater impact from a Horizons grant by using those funds to build their own individual fundraising capacities. (No other kind or size of organization may apply in this "increasing giving" category.)

Priority Area	Description
For all organizations with budgets < $1 million and non-LGBTQ-primary organizations with budgets > $1 million	
Creating policy, advocacy, and systems change	Organized efforts to effect change in government or private institutions and to educate leaders and others about LGBTQ issues.
Securing equality for LGBTQ people	Strategic work to serve and protect the civil and human rights of LGBTQ 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 LGBTQ community	Organizations or projects that are based in, and focused on, the issues and needs of LGBTQ 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

Priority Area	Description
	of color LGBTQ communities.
For LGBTQ-primary organizations with budgets > $1 million	
Increasing giving to LGBTQ organizations	Support for larger LGBTQ organizations to increase their own capacities to raise funds. Projects focusing on growing individual 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 focused on women of color). However, where indicated on the application, we ask that you designate no more than TWO priority areas. Please also note that while the majority of grants will be made to organizations working to further the above priorities, other LGBTQ organizations and LGBTQ projects will be considered for funding as well.

Please note also that general operating support is still our preferred method of supporting LGBTQ-primary organizations. It is not necessary to design a new project—or even 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 Horizons staff.

Special note to arts organizations: Most arts organizations/projects will often fall under the more general priority "Securing equality for LGBTQ people." 2017 Community Issues grants *will* include support for arts and culture. If you have a concern please call the office.

Additional Funding Considerations

- Horizons will give significant priority to LGBTQ-primary organizations as defined above. Exceptions will be made on a limited basis. Horizons has great regard for non-LGBTQ organizations that serve LGBTQ people, and this should not be construed as diminishing their contributions. Non-LGBTQ-primary organizations with LGBTQ-focused projects are encouraged to call staff if they are considering applying.
- Organizations and projects that are organized by, and work on behalf of, underserved segments of the LGBTQ 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.
- We will give additional priority to organizations that are not currently receiving significant funds from other grantmaking programs within the foundation.

Two-Year Support

In a very limited number of cases, the panel reviewing proposals may recommend that an organization receive a grant 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 and then by a diverse community panel. The panel makes recommendations to Horizons Foundation's Board of Directors.

Please complete all required materials. You can download the RFP at www.horizonsfoundation.org. Do not send a cover letter, letters of reference, or any attachments not specifically requested in this RFP. Our goal is to minimize the pressure on applicants to produce voluminous proposals.

Horizons has a two part application submission process – electronic and paper process. Please note the submission deadlines in order to have your application considered for funding.

- **The deadline for the electronic application submission is Wednesday, August 16, 2017 by 5 PM.**
  1. Download the grant application from Horizons' website and save it to your hard drive with the following name:

     "insert your organization name 2017 CI application" for example – "LGBTQ Inc 2017 CI application"
  2. You can use Adobe Acrobat or Adobe Reader to fill in the grant application. If you do not have Adobe Reader - get the free latest version of Adobe Reader from: http://www.adobe.com/go/reader
  3. Click the attachment to open the grant application in Acrobat or Adobe Reader. Do not fill the application online, but first save it to your hard drive (see step 1. one above).

     For Apple users – make sure you are not filling the application in the Preview PDF application provided by Apple. . Filling the application in Apple's Preview does not work for this application. Instead, follow instructions to download Adobe Acrobat Reader DC for Mac OS for your browser type from: https://helpx.adobe.com/acrobat/kb/install-reader-dc-mac-os.html
  4. Once the file is open, make sure to click the button titled "Highlight Existing Fields" to see the text boxes where you will enter the necessary information. This button can be found in the right hand corner of the tool bar.
  5. Note: you do not have to complete the application all at once – remember to save your changes every time you close the application.
  6. When you have completed the application, remember to save the application. Do not click on the "Submit Form" button in the right corner of the tool bar. Instead email the application to Horizons.
  7. Email the application to Grants@horizonsfoundation.org. In the email subject line please type "insert your organization name 2017 CI application".
  8. You will receive an email by end of business Thursday, August 17, 2017 confirming your online submission.

- **The deadline for application paper copies submission is Wednesday, August 16, 2017 (postmarked or delivered by 5:00 PM).**
  1. All proposals, along with all required attachments, must be completed, signed, and postmarked by the postmark deadline of Wednesday, August 16, 2017. (You may also deliver your completed proposal to Horizons' office by 5:00 PM. that same day.)
  2. In the interest of fairness, we regret that proposals dated after the postmark deadline or sent by fax at any time cannot be considered.

APPLICATION GUIDELINES

Very important: please do not alter the application form. Making changes to the application form will not make it possible for Horizons to process your application. Enter all information in the text boxes provided.

If you decide to copy and paste part of the application, e.g., mission statement or your narrative from a Word document into the text fields in the Community Issues Application PDF, please be aware that the text boxes have specific capacity and are not linked across pages. What this means is that any text pasted in a text box that exceeds the capacity of a particular text box will not show and will get cut off, thus it will not show in the print copies of your application.

The application has three new forms that should be used to enter information we have requested. Some of the information requested for form 6, 7 and Budget Notes may not apply to your application and should be left black. For further information, please see the Grant Proposal Checklist on page 11 of this document.

1c. Demographic Summary

Please fill out the demographic data to the best of your ability. LGBTQ Please fill out all columns A – D. If you are an LGBTQ specific organization seeking general operating support, please enter the data from Column C to Column D.

Only enter whole numbers between 0 and 100 in columns A, B, C, and D. Remove any commas, decimals, or letter characters. Do not enter N/A (not applicable), instead leave the field empty.

Make sure that Geographical Areas Served totals add up to 100%.

2. Proposal Narrative

Your narrative should be <u>no more than three pages</u> (using at least 12-point font). <u>Shorter narratives are welcome</u>. If you decide to copy and paste your narrative from a Word document into the narrative text fields in the Community Issues Application PDF, please be aware that the three narrative pages are not linked. What this means is that any text pasted in a text box that exceeds the capacity of a particular text box will not show and will get cut off.

<u>**Please only address the set of items in your narrative that are listed under the type of support you are seeking. Panelists are instructed to score each section of the narrative:**</u>
- Organizational Background
- Purpose of Request and Anticipated Results
- Evaluation and Results
- Three Compelling reasons

For General Operating Support: only available to LGBTQ primary organizations, includes LGBTQ primary Arts organizations that are not applying for a specific arts project

Organizational Background
- Succinctly describe the organization's history, mission, overall goals and/or objectives.
- Describe current programs and activities. Please note any major achievements of the past three years.
- Describe the principal population your organization serves.

Purpose of Request and Anticipated Results
- State the issue or need to be addressed and describe its impact on the population to be served. Please include relevant data (for example, demographic or geographic information) regarding the community or population benefiting from or served by the request.
- State how this grant will be used, describe how the request will enhance organizational capacity, sustainability, and/or impact.

Evaluation and Results
- Describe how your organization assesses its overall success and effectiveness.
- If applicable, share results from previous Horizons' general operating support you have received.

Three Compelling reasons
- State the three most compelling reasons for Horizons Foundation to award a Community Issues grant to your organization.

For LGBTQ-specific program or project request: available to LGBTQ organizations with budget under $1M and non-LGBTQ Primary Organizations

Organizational Background
- Succinctly describe the organization's history, mission, overall goals and/or objectives.
- Describe current programs and activities. Please note any major achievements of the past three years.
- Describe the principal population your organization serves.

Purpose of Request and Anticipated Results
- Describe the program or project you plan to implement including goals, activities, and strategies. For new programs, describe how the program model was developed. For ongoing programs, describe the program's track record.
- Provide a timeline for implementation if an award is made.

Evaluation and Results
- Discuss the anticipated results (outputs and/or outcomes) at the end of the grant period. Explain how the activities directly and/or indirectly address the issue or need and support achievement of these results.
- Indicate what information will be collected to measure and demonstrate success and/or challenges.

Three Compelling reasons
- State the three most compelling reasons for Horizons Foundation to award a Community Issues grant to your organization.

For LGBTQ Arts Projects Only: performance arts (including dance, theater, choral, music), film, literature, visual, etc.

(Note: LGBTQ primary organization applying for general operating support – please respond to the General Operating Support questions)

Organizational Background
- Succinctly describe the organization's history, mission, overall goals and/or objectives.
- Describe current programs and activities. Please note any major achievements of the past three years.
- Describe the principal population your organization serves.

Purpose of Request and Anticipated Results
- Please put your work in the cultural/artistic context of LGBTQ/Queer Arts: describe the content and style of the project; how it fits into history of the arts and/or the LGBTQ community; how the project was developed; who the audience might be, previous work; who is involved in developing/creating the work
- If this project is intended to reach a population historically and/or currently underserved by arts programming, please describe the target audience.

Evaluation and Results
- Discuss the anticipated results (outputs and/or outcomes) at the end of the grant period. Explain how the activities directly and/or indirectly address the issue or need and support achievement of these results.
- Indicate what information will be collected to measure and demonstrate success and/or challenges.

Three Compelling reasons
- State the three most compelling reasons for Horizons Foundation to award a Community Issues grant to your organization.

Note: Along with your application, please submit a sample of your work. Limit any written sample to no more than 10 pages and visual or audio sample to no more than 5 minutes. See instructions on page 12

For Increasing Giving Awards (only available for LGBTQ-primary organizations with budgets over $1M):

Organizational Background
- Succinctly describe the organization's history, mission, overall goals and/or objectives.
- Describe current programs and activities. Please note any major achievements of the past three years.
- Describe the principal population your organization serves.

Purpose of Request and Anticipated Results
- Describe the development program or project you plan to implement including goals, activities, strategies, and the type of donations being sought (individual, corporations, mix). For new programs, describe how the development program model was developed. For ongoing development programs, describe the program's track record.
- Describe what is innovative about the proposed development program and put the proposed efforts into context within the overall fund development strategy for your organization.
- Provide a timeline for implementation if an award is made.
- Describe plan for sustainability of development effort once funding is over

Evaluation and Results
- Describe briefly what your organization's success would look like at the end of the grant period in the context of the organization's overall development strategy.
- Discuss the anticipated results (outputs and/or outcomes) at the end of the grant period.
- Indicate what information will be collected to measure and demonstrate success and/or challenges.

Three Compelling reasons
- State the three most compelling reasons for Horizons Foundation to award a Community Issues grant to your organization.

4a. and 4b. Financial and Budget Sheets

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.

All applicants should fill out the Organizational Financial Sheet except arts applicants that are **not** independent organizations (such as film projects).

In addition, the following applicants should fill out the Project Budget Sheet:

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

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, if necessary, can be entered in the Optional – Budget Notes form (last page in the application). Please numbered notes to reference the budget form (4a. or 4b.) and the corresponding budget item, for example "form 4a. item 13". Please describe your plans if you are operating in a deficit and explain any figures that are not self-explanatory, for example: 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.

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

5.Certification of Non-Discrimination

Please fill in the text boxes provided, please do not add an electronic signature. The electronic submission of the file does not require electronic signature(s).

Signature is required for the paper copies – Signature of Authorized Officer and Signature of Fiscal Agent (if applicable). We only need a "wet signature" on one of the paper copies. The other five required paper copies can be produced by copying the one application with the "wet signature".

A Final Word

We look forward to receiving your proposal and hearing about your work and your goals. If you have any questions, please do not hesitate to contact Horizons' staff. You may contact Nora Alcala, Administrative Manager at 415.398.2333 ext. 100, nalcala@horizonsfoundation.org or Francisco O. Buchting, Vice President of Grants, Programs, and Strategic Initiatives at (415) 398.2333 ext. 116, fbuchting@horizonsfoundation.org.

Thank you for your interest in applying for a 2017 Community Issues grant—and for all the work your organization does for the LGBTQ community.

Grant Proposal Checklist

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

All applicants must submit their application electronically to Horizons by 5:00 PM on Wednesday, August 16, 2017. (Do not include the IRS statement and the financial statements.) Electronic submission is done by emailing the completed application PDF to Grants@horizonsfoundation.org.

Please do not include this checklist with your proposal. We regret that incomplete proposals cannot be considered. Send your completed proposal, including all required attachments, to Horizons Foundation by Wednesday, August 16, 2017 (postmarked or delivered by 5:00 PM).

All applicants must submit a total of SIX double-sided copies of Items 1-10 on the checklist below (each set stapled once in the upper left corner). (Applicants need only submit a single copy of the IRS statement and the financial statements – items 9 & 10.) We request the multiple copies so that your proposal can 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 (this should be the first page of your application, please do not submit a cover page)**

____ **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 2016 Funding (if applicable).**

____ **4a. Organization Financial Information Sheet** – Required for proposals from both LGBTQ- and non-LGBTQ-primary organizations except 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-LGBTQ-primary organizations; LGBTQ-primary organizations with budgets > $1 million; and arts applicants that are not independent organizations.

____ **5. Certification of Non-Discrimination** (be sure to sign the paper submission)

____ **6. List of board members** for your organization (not your fiscal sponsor), including their affiliations.

____ **7. Work Sample (ARTS PROJECTS ONLY)** *Visual or Audio works:* We do not accept hardcopies of CDs/DVDs. We are asking applicants to upload a three to five minute work sample(s) by creating a YouTube channel (see instructions below) or Vimeo. Please include the link and password if applicable to the YouTube or Vimeo channel. Note that Horizons' community review panel and staff will limit their review of digital content to no more than five minutes of any sample submitted regardless of the number of samples submitted per application

Written works: Include samples under 10 pages (typewritten and double-sided) with the copies of your proposal – not electronically

____ **8. Optional – Budget Notes (If APPLICABLE).**

____ **9. IRS 501(c)(3) determination letter** confirming tax-exempt status for your organization or fiscal sponsor. Only submit one copy

____ **10. Audited financial statement** for your most recent fiscal year (or full financial statement or Form 990, if you do not have an audited statement). Only submit one copy is sufficient

Instructions for Arts Work Sample

We do not accept hardcopies of CDs/DVDs. We ask that applicants upload three to five minute work sample(s) by creating a YouTube channel (see instructions below) or Vimeo channel. Please include the link to the YouTube or Vimeo channel in your application. Note that if you provide more than one sample, Horizons' community review panel and staff will limit their review of digital content to no more than five minutes of any sample(s) submitted.

Instructions for YouTube: Submit your 3 to 5 minute digital work sample(s) by uploading them to YouTube, according to the following instructions. Note that your digital work sample need not be viewable (or searchable) by anyone other than Horizons Foundation. In order to upload, you must have a Google or YouTube account in good standing. If you have a Gmail account, then you have a Google account.

A) Go to www.youtube.com
B) Click "upload" next to the search window
C) If you don't have a channel, it will prompt you to create one. This is where the video will be published.
D) You will then see a page that says "select files to upload"
E) **IMPORTANT: If you'd like to keep your video from being visible to the public and searchable by users, select "unlisted" in the privacy drop-down menu. Only those who have a direct link to your video will be able to view it. DO NOT select "private."**
F) To upload, click on the large arrow icon in the middle of the page, then choose the file on your computer that you want to upload.
G) Once your video is uploaded, you can add a title and any description you'd like.
H) Copy the link above the video, and include it in your Horizons application

Instructions for Vimeo: follow the instructions for uploading to Vimeo at
https://help.vimeo.com/hc/en-us/articles/229838988-Preparing-to-upload

Delivery Instructions

Horizons has a two part application submission process – an electronic submission along with the required paper copies of your application. Please note the submission deadline in order to have your application considered for funding.

- The deadline for the electronic application submission is Wednesday, August 16, 2017 by 5 PM. Email your application to Grants@horizonsfoundation.org.

-And-

- The deadline for paper copies of the application is Wednesday, August 16, 2017 (delivered by 5 PM or postmarked).

Mail or hand-deliver your completed proposal with all required attachments to:
Grants
Horizons Foundation
550 Montgomery Street, Suite 700
San Francisco, CA 94111