



## LGBTQ Community Event Sponsorship Program

Horizons Foundation is seeking event sponsorship opportunities of up to \$5,000 from larger LGBTQ organizations that deliver effective programs to serve or empower the diverse LGBTQ community. The purpose of the sponsorship program is to support events focused on fundraising and engaging the LGBTQ community within the nine counties of the S.F. Bay Area.

### ELIGIBILITY

LGBTQ Event Sponsorships are limited to one approved request per calendar year per organization.

To be eligible for an LGBTQ Event Sponsorship, an 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 its home office based in the nine counties of the S.F. Bay Area (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma)
- Be either:
  - An LGBTQ-primary organization with an annual budget over \$1 million (LGBTQ-primary is 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-

- An LGBTQ-primary organization with a budget under \$1 million that is celebrating a special anniversary year (e.g. 5, 10, 15, 20, 25, 30, etc.). Please contact Horizons Foundations staff at [grants@horizonsfoundation.org](mailto:grants@horizonsfoundation.org) before submitting an application for a special anniversary celebration
- Host the event within one or more of nine counties of the S.F. Bay Area (Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano, Sonoma)
- Have submitted a final report and financial accounting for any past Horizons Foundation grant(s) that are due.

**Please note that LGBTQ Event Sponsorship funds may not be used retroactively and the event must take place after the date the award is made**

## SELECTION CRITERIA

Horizons supports events that:

- Offer inspiring, engaging programming for and about the LGBTQ community
- Incorporate strategies to build new relationships and increase giving, especially from individuals
- Have clear goals for what a successful event looks like and a plan for measuring success
- Are inclusive of people across the breadth of the LGBTQ community, e.g., geography, gender, race/ethnicity
- Are closely aligned to Horizons Foundation's mission

## REVIEW PROCESS

Staff from Horizons Foundation will review proposals and make final funding decisions. This is a competitive application process.

## APPLICATION PROCESS

Applications are accepted on a rolling basis. Funds are limited, therefore we encourage organizations to apply as early as possible for events taking place during the period from August 1, 2019 through June 30, 2020, and at least three months prior to their event to allow for application review and grant processing. Applicants will be notified of sponsorship awards within four weeks of submitting their application. (Please note that Horizons will expedite review and funding decisions for events that may be taking place in August, September, or October 2020 since this RFP is being released in July 2019)

Please complete all required materials. You can download the LGBTQ Community Event Sponsorship Program application at [www.horizonsfoundation.org](http://www.horizonsfoundation.org). Do not send a cover letter, letters of reference, or any attachments not specifically requested for LGBTQ Community Event Sponsorship Program. Our goal is to minimize the pressure on applicants to produce voluminous proposals.

1. Download the grant application from Horizons' website and save it to your hard drive with the following name:  
"insert your organization name 2019 Event Sponsorship Application" for example – "LGBTQ Inc. 2019 Event Sponsorship 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. 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. **IMPORTANT: Do not click on the “Submit Form” button in the right corner of the tool bar.** Instead email the application to Horizons as an attachment. **Please do not print and scan the application to send, instead please send the PDF file you created on your computer.**
7. Email the application as an attachment to [Grants@horizonsfoundation.org](mailto:Grants@horizonsfoundation.org). In the email subject line please type “insert your organization name 2019 Sponsorship Application”
8. Include your signed Non-Discrimination Form, most recent audit or Form 990, and 501c3 determination letter **as separate attachments** – please do not combine them into one PDF with the fillable application form.
9. An email, within three business days, confirming the online submission will be sent to the “Grant Proposal Contact” identified on the application.

## CONTACT INFORMATION

For questions about the LGBTQ Community Event Sponsorship Program, or to set up an appointment to talk with a Horizons team member, contact us with questions via email at [grants@horizonsfoundation.org](mailto:grants@horizonsfoundation.org).