

# Request for Proposal

## SCOPE OF PROGRAM

This Request for Proposal (RFP) invites application for a grant of \$100,000, typically paid out in two- or three-year installments. The WWF pooled fund stands at \$475,000 this year; five grants will be made ranging from \$75,000 - \$100,000<sup>1</sup>. Please see the Washington Women's Foundation website for a list of previous awardees at [www.wawomensfoundation.org/our-impact/past-grantees.php](http://www.wawomensfoundation.org/our-impact/past-grantees.php)

Awards may be contingent upon the project being fully funded from other approved sources if additional funds are required.

## SELECTION CRITERIA

Washington Women's Foundation funds projects that address *at least one* of these criteria:

- Responses to urgent and critical need;
- Bold new ventures; and/or
- New approaches to ongoing problems.

The foundation funds broadly – it does not limit funding to women's causes. It funds agencies that, in the opinion of WWF members, are able to make the best use of \$100,000.

WWF funds five organizations each year, one in each of the following funding areas: arts and culture, education, environment, health, and human services.

Proposals that offer opportunities to leverage other funds and forge partnerships that will increase the impact of WWF funds are of special interest.

## ELIGIBILITY

- Only organizations that qualify as 501(c)3 entities under the Internal Revenue Service code, and who provide services in the state of Washington, will be considered for funding.
- Funding for general operating support, special projects and capital campaigns will be considered.
- Funding requests for endowments will not be considered.
- Organizations that discriminate on the basis of age, race, national origin, ethnicity, gender, physical ability, sexual orientation, political affiliation or religious belief, and organizations that serve an exclusively sectarian purpose, will not be considered.

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<sup>1</sup>Organizations receiving less than \$100,000 will be asked to submit a revised budget indicating how the lesser amount will be used.

## PROPOSAL

Please present information **in the following order:**

### 1. GENERAL INFORMATION

- Name and address of organization making the proposal
- Name, email and telephone number of the chief executive and, if different, the primary contact person regarding this grant
- Year of incorporation
- Mission of the organization
- Population and number of people served by the organization per year (or relevant period)
- Size of annual organizational budget
- Size of project budget, if applicable, and time period
- Number of staff, both full and part-time
- Number of volunteers, and if possible, annual volunteer hours
- Brief (one or two sentence) summary of the purpose of the project
- Signatures: Include the signatures of the Executive Director and the chair of the board of directors

2. EXECUTIVE SUMMARY: Provide a summary of the proposal, not to exceed one page.

3. COMMUNITY NEED: What community challenge does this project seek to address?

4. PURPOSE OF THE PROJECT: Describe your proposal and its goals. How does it address the needs identified above? How does the proposal meet at least one of the selection criteria for the WWF pooled fund award? WWF seeks to fund proposals that are:

- A response to urgent and critical need;
- A bold new venture; and/or
- A new approach to an ongoing problem.

5. ACTION PLAN: What steps must be taken to accomplish your goals? Include a staffing plan and a timeline.

6. PROJECT FUNDING PLAN: Provide a complete project budget, aligned with the action plan above and detailing how \$100,000 would be used over a two- to three-year period.

7. SUSTAINABILITY: Please address plans for the long-term sustainability of this project. If applicable, provide a list of other potential and actual funding sources. Given the current economic climate, please also address any short-term sustainability issues that your organization as a whole may be facing, and your plan for meeting them.

8. EVALUATION: Describe how you will track progress toward proposed goals and evaluate the effectiveness of the proposal. How will you define and measure success?

9. IMPACT: What is the anticipated impact of this project? What difference will \$100,000 make to the community?

10. **COLLABORATION:** Are there any similar existing projects or organizations that are addressing the same community need? If so, are there reasons/plans to consolidate your efforts? If not, how is your project unique?
11. **ORGANIZATIONAL COMPETENCE:** Explain your organization's organizational capacity to implement the project you are proposing. For example, discuss your organization's governance structure, staffing, familiarity with the target population, track record of success, etc. Please include a short (one paragraph) biography of the Executive Director and, if applicable, the project/program manager.
12. **BOARD OF DIRECTORS:** Include a list of the current officers and directors of the organization, their affiliations and their roles on the board. What type of training is in place for members of the board to help govern and carry out their responsibilities, especially their fiduciary ones? Please include a short (one paragraph) biography of the board chair.
13. **FINANCIAL INFORMATION FOR ORGANIZATION:** Financial information aids in assessing the overall strength of an organization. Please provide us the following:
- current year operating budget;
  - a summary of actual income and expenses per year for the past two complete years;
  - the most recent balance sheet;
  - a statement regarding the unrestricted operating funds available as of the end of the prior fiscal year. How many months operating funds are available in reserve?
  - a list of funding sources and amounts received from these sources per year for the past two years;
  - if available, attach the most recent IRS Form 990 and audited financial statement. If an audited statement is not available, please briefly explain your checks-and-balances system.
14. **VERIFICATION OF 501(C)3 STATUS:** Include a letter from the IRS confirming your tax-exempt status.

## **SCHEDULE AND FORMAT**

- The proposal and all supporting materials must be received in our office no later than **Thursday March 5** by 12:00 noon.
- Submit **four single-sided** complete copies of the proposal, including all attachments. To facilitate photocopying for our office, **please do not bind or staple the proposal or attachments.**
- Please completely **paginate** the proposal, including all attachments; handwritten notations are permissible.
- The proposal should be signed by the executive director or CEO of the organization and by the chair or president of the board of directors.
- There is no page limit for proposals but completeness and brevity are both appreciated.

All information will be fully reviewed by the Grant Committee of the Washington Women's Foundation. You will be contacted by April 20 with the results of our initial deliberations; 15 organizations will be scheduled for a 1¼ hour site visit at this time. Site visits will take place between April 28 and May 7. We know calendars fill quickly, and we appreciate your being mindful of this possibility.

After site visits, 10 organizations will be chosen by the Grant Committee to appear on the ballot. The entire WWF membership will then vote to determine the final five selections. Pooled fund award recipients will be announced by late June, and funds will be disbursed in August.

### **ORGANIZATIONS SELECTED FOR A WWF POOLED FUND AWARD**

Organizations selected for a WWF pooled fund award will receive a Memorandum Of Understanding (MOU) that outlines the terms of the grant. Principal among these are, first, the submission of a Project Overview that specifies the main goals and how progress will be measured, before the initial payment is disbursed. Second, WWF requests a progress report for each year prior to subsequent grant installment payments, and for one year following the final payment. In addition, grantee organizations will receive an annual site visit from the WWF Impact Assessment Committee for the duration of the grant. The purpose of such impact assessment visits is to research and discuss the impact over time of the grant on the organization and the community being served.

### **CHANGE IN INTENDED USE OF FUNDS**

Grants awarded to an organization by the Washington Women's Foundation are granted strictly for the use described in the proposal, in the proposed timeframe. In the event changes or modifications to this intended use or timing become necessary, these proposed changes must **first** be communicated to WWF.

### **COMPLETED APPLICATION SHOULD BE SENT TO:**

Washington Women's Foundation  
2100 24<sup>th</sup> Avenue South, #330  
Seattle, WA 98144  
206.340.1710

Contact: Marion DeForest, Deputy Director / 206.407.2171 (*direct*)  
[marion@wawomensfoundation.org](mailto:marion@wawomensfoundation.org)