



Catalyst Grant Request For Proposals

CATALYST FUND: NURTURING SMALL GRASSROOTS ORGANIZATIONS

The Stewardship Council will target \$150,000 to support grassroots organizations. The Catalyst Funds will be available for qualified applicants requesting less than \$10,000. A qualified grassroots organization is defined as one that is all or largely volunteer driven; has few full-time staff persons or equivalent; has an annual budget, including projects, of less than \$150,000; and has not received significant foundation support. Grassroots organizations must identify a significant community need, develop a clear plan for translating that need into action, and demonstrate an ability to account for the expenditure of funds.

The Stewardship Council recognizes the need for general or core support among smaller organizations. To this aim, the Catalyst Fund awards are not directly tied to a specific project. The questions in this RFP are designed to help us determine the merit of your proposal. Please keep in mind that our funds must be used to help connect 13 to 18 year olds to the outdoors. So, in your responses it is helpful to understand how these funds are connected to the youth we are trying to serve.

The Stewardship Council uses the Independent Sector's definition of core operating support: "Core support, or general operating support, is funding directed to an organization's operations as a whole rather than to particular projects (project support)...Core support may be used not only for the delivery of services or other activities directly in pursuit of the organization's mission, but also for administrative and fundraising expense (overhead)."

Core operating grants of up to \$10,000 will be awarded during two funding cycles in 2007. Applicants in this round will not be required to have been in operation for at least one year.

Catalyst Grant Timeline

1st Round 2007

January 8: Request for Proposals Released

March 16: Applications Due

End of April: Awards Announced

2nd Round 2007

January 8: Request for Proposals Released

June 15: Applications Due

End of August: Awards Announced



ELIGIBILITY QUIZ

The Stewardship Council has a targeted scope of giving. In order to be considered for a grant, your organization must be able to answer “yes” to the questions below.

1. Do your programs serve youth within the geographic scope of the Stewardship Council in Northern and Central California?

Please review the Population Density map on our research and materials page of our website: http://www.stewardshipcouncil.org/youth_investment/research_and_background_material.htm
Our geographic area is highlighted on this map.

2. Are you: 1. a federally and California exempt organization under IRC Sec 501(C)(3)? 2. a public agency, school district, or a federally recognized tribe? 3. a fiscally sponsored project of an exempt organization?

3. If you are applying for an Impact, Collaboration or Infrastructure Grant, has your organization been in operation for at least one full calendar year? (This criteria does not apply if you are applying for a Catalyst Grant.)

4. Does your proposal serve youth between the ages of 13 to 18, or if you are a school-based program, between grades 7 to 12?

If you answered “Yes” to all of the above you meet the minimum criteria for applying for a grant.

Please read through the rest of the application. We recommend filling out your answers in a text document and then cutting and pasting your responses into our online application.



2007 Grant Applications

Applications for grants with the Stewardship Council will be filed online. We will not accept hard copy applications or documentation. You will be able to file an application by clicking on the appropriate link on our website at <http://www.stewardshipcouncil.org/> during the application period for each grant round.

The RFPs for all 2007 grant rounds have been posted on the Stewardship Council website. Online applications will be accepted for a 3-4 week period prior to the due date. Further information and dates will be available on our website.

In 2007, we will accept applications from organizations that received funding from us in the 2006 grant rounds.

Online applications work a bit differently than other systems. Before you begin filling out our online application, we recommend that you familiarize yourself with the process outlined below.

Review the Request for Proposals (RFP)

We recommend that you review the entire RFP prior to starting the online application. This will allow you to think through your application and to gather the documents you will need.

We suggest you first draft your answers to the questions in a text document. This will allow you to double check your spelling, grammar, syntax and word count. Once it meets your approval, you can cut and paste your answer into the appropriate section of the online application.

Electronic Documents and Files

Your entire application must be submitted electronically and uploaded to our website. We will NOT accept any hard copy documents. (**Financials:** if you have an audit and you do not have an electronic copy, you should request an electronic copy from your auditor.) If you do not submit your application and attachments online, your proposal will not be reviewed. Please contact us if you have questions about this requirement.

990s and GuideStar

We will review your 990 tax form online through the Guidestar website. Guidestar is a free website that stores and tracks exempt 501(c)3's financial data. Guidestar does not automatically update your organization's information, so please double check that your most recent 990s are posted. To learn more about Guidestar, please go to <http://www.guidestar.org>.

If you are an organization that does not file a 990 (such as a school district or government agency), you should submit a note stating such. If your organization does not file a 990, please upload appropriate financials to demonstrate your organization's fiscal health.



APPLICATION COMPONENTS AND QUESTIONS

Each Stewardship Council grant application consists of five sections, each of which must be completed for your proposal to be considered. We highly recommend that you have your documents and text ready prior to filling out the online application.

The sections are:

- Contact Information
- Organization Information
- Proposal Information
- Youth Demographics
- Financial Information

Please note that in the online application there will be drop down menus and radio buttons to make filling in the information more intuitive and simple.

CONTACT INFORMATION

Please provide the contact information of the person submitting this grant application. We may need to contact you if we have any questions during the review process. Please note that the ease in which we may be able to contact you may affect your grant application status.

1. Grant Contact First Name
2. Grant Contact Last Name
3. Title
4. Address
5. City
6. State
7. Zip
8. Primary Telephone Preferred Format: (XXX) XXX-XXXX ext. XXX
9. Secondary Telephone Preferred Format: (XXX) XXX-XXXX
10. E-mail Address



Organization Information

1. Legal Name
2. Common Name, if applicable. As an example, our official IRS name is the Pacific Forest and Watershed Lands Stewardship Council, but we call ourselves the Stewardship Council.
3. Address
4. City
5. State
6. Zip
7. Primary Telephone Preferred Format: (XXX) XXX-XXXX
8. Secondary Telephone Preferred Format: (XXX) XXX-XXXX
9. Fax Preferred Format: (XXX) XXX-XXXX
10. Website Address
11. Year Founded
12. Executive Director's First Name
13. Executive Director's Last Name
14. Executive Director's Telephone Preferred Format: (XXX) XXX-XXXX ext XXX
15. Executive Director's E-mail Address
16. Organization Tax ID or School ID number

Organizational Description

1. Mission Statement. Please try to limit your response to 100 words.
2. Please describe your organization including a brief history of the organization, and the major issues your organization addresses. (400 words)



PROPOSAL INFORMATION AND GRANT REQUEST

1. Proposal Title:
2. Total Grant Request:
3. Have you applied for a grant from the Stewardship Council before? If so, were you awarded a grant? (If you were previously awarded a grant, you may apply again for funding.)
4. Please identify the Stewardship Council objectives that most align with your proposal. Choose as many as apply.

Stewardship Council Objectives:

- Increase the participation of underserved youth in successful outdoor urban and wilderness programs.
 - Improve the cultural relevance of outdoor and park programs to better serve and reflect the diverse youth of California.
 - Make the outdoors a more integral part of youth's lives to improve their general health and well-being.
 - Improve the infrastructure of community parks and urban open spaces to make them more accessible and welcoming.
 - Support coordinated approaches to helping youth get outdoors and to increase their well-being through partnerships among diverse sectors involved in youth development (e.g., health, environmental justice, mental health, education, and juvenile justice).
5. What type of outreach will be done to encourage youth to participate with your organization? (100 words)
 6. Where will your activities take place? (Broken out by percentage) Urban, Suburban, Rural, Wilderness (or similar environment)

PROPOSAL DESCRIPTION

1. Please provide a one to two sentence executive summary describing how your core operating support funds would be used, if awarded (write your “elevator pitch”).
2. Please describe your organization’s need for core operating support and how you plan to use the funds, if awarded. (300 words)
3. The Stewardship Council gives priority to organizations that work with underserved youth. Describe the community of youth you work with and how they fit within this priority. (150 Words)
4. What is the need(s) you are trying to address and what specific actions does your organization take to address these needs? What is innovative and/or creative about your proposal and your organization’s approach? (400 Words)
5. The Stewardship Council is interested in supporting organizations that employ well-rounded approaches to youth development (e.g., combining outdoor education with academics, health, food, environment, environmental justice, leadership, media, or other youth development models), integrate outdoor education into the lives of young people, and help youth build positive relationships with caring adults. Please describe how your organization does this. (150 Words)

PARTNERS AND STAFFING

1. Will you be partnering or collaborating with other organizations on this proposal? If so, list and describe your partners and how you will work together.
2. Provide the names of all full and part-time staff, and their roles.
3. Provide the names of key volunteers who would be involved in this grant (if applicable), and their roles.

OUTCOMES AND EVALUATION

1. What are the main outcomes you expect from your project? Please be as specific as possible in describing tangible results. (200 words)
2. Do you evaluate your current projects to measure their outcomes? If yes, please describe how you evaluate them and how you apply information learned through the evaluation. If no, please describe what barriers prevent you from evaluating your efforts, and any specific plans you might have for future evaluation.
3. Long-term, how do you plan to measure your outcome and the success of this project?



YOUTH DEMOGRAPHICS

The Stewardship Council is interested in learning as much information as we can about the community your organization serves. This data also become part of our ongoing research into funding in this field.

1. Total number of youth ages 13-18 (or 7th – 12th grade) who you anticipate will benefit from this your organizations efforts, annually.
2. What is/are the primary city/ies your youth come from?
3. What are the primary counties your youth come from?

If available to your organization, please reply to the following:

4. Ethnic Origin. Please indicate the ethnic groups to be served by this proposal. (Broken out by percentage)
5. Gender of youth to be served by this proposal. (Broken out by percentage)
6. Free or Reduced Price Meals. (Broken out by percentage of youth eligible)

FINANCIAL INFORMATION

Proposal Financial Information

1. Total Requested Grant Amount (not to exceed \$10,000):

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For your information, we use the Independent Sector's definition of core operating support: "Core support, or general operating support, is funding directed to an organization's operations as a whole rather than to particular projects (project support)...Core support may be used not only for the delivery of services or other activities directly in pursuit of the organization's mission, but also for administrative and fundraising expense (overhead)."

2. Please identify, by percentage, how you intend to spend awarded funds. You may select more than one. (This is for informational purposes so we can better understand how these funds will be used. Your choice will not impact your selection). Grants may not be used towards capital campaigns or for endowment purposes.

Options:

Board Development

Fiscal Management

Fund Development

Salaries

Gear (e.g., backpacks, tents, biking, climbing, paddling, sports equipment, etc)

Information Technology/Computer Equipment

Maintain/Expand Existing Project or Program

New Project or Program

Overhead (e.g., rent, utilities, office supplies)

Research/Evaluation

Staff/Volunteer Recruitment or Training

Strategic Planning

Transportation

Other (please describe)

1. Request Narrative. Please explain how your requested funds will be used and how these activities are connected to the targeted youth. For each major line item in the budget, please provide a brief description of how the requested funds will be used and their connection to the targeted age group.

For example, "Transportation: \$2,500.00 – will allow bus transportation for 35 students to attend a 7-day outdoor program." Or "\$6,000 - 20% of our Executive Directors time is dedicated overseeing teen habitat restoration program."

2. The Stewardship Council encourages our grantees to leverage or match our grant awards. Please describe the strategy you would employ to increase the impact of a Stewardship Council grant award. (150 words)

Organization Financial Information

1. Annual Operating Budget. Please upload your annual operating budget. If you are part of a larger organization, please use the budget for your department or division instead.
2. Other major funding sources for your organization (e.g., grants and contracts from foundations, corporations, government agencies, individual donors, etc.). Please include the name of the funding source, the dollar amount requested and the status of your request (Committed, Pending or Received). For example: Company ABC - \$5,000 - Pending
3. Fiscal Year End Date:
4. 2 years of Financial Statements. If your organization has been in operation for over two years, we require two years of financial information. If your organization has been in operation less than one year please upload a comparison of projected annual operating budget and actual expenses to date.
5. Proof of Commercial Liability Insurance.
6. List of Board of Directors with affiliations