



Collaboration Fund Letter of Inquiry

COLLABORATION FUND: DEVELOPING FIELD-WIDE INITIATIVES AND PARTNERSHIPS

The Collaboration Fund is designed to support field-wide initiatives and partnerships among youth-serving organizations. These grants should result in new or expanded programs that could not be accomplished by a single organization; are innovative and creative in their approach; result in significant local or regional impact; bring together multiple sectors within the broader youth development field for a more cohesive and well-rounded approach to outdoor education; and advance the field of parks and outdoor education.

Both new and existing partnerships may apply for funding. Partner organizations with a history of collaborating must demonstrate how this project will expand their partnership to offer a new level or type of service for young people.

Collaboration Grant Timeline

January 8: Request for Proposals Released

Late February- March 30th: Application Available Online

March 30: Letter of Inquiry Due

April 20th: Selected Organizations Invited to Submit Full Proposal

May 18: Full Proposal Due

Beginning of October: 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.



APPLICATION PROCESS

The application process for Collaboration Fund grants has three steps.

Step 1

Contact the Stewardship Council and discuss your proposal for a potential Collaboration Fund grant. This is a critical first step. The Stewardship Council views these grants as opportunities for collaboration between the Council and the field. This step is designed both to ensure that your ideas are in line with Stewardship Council goals and to help flesh out your ideas.

Step 2

Submit a Letter of Inquiry (LOI). The LOI must be submitted online.

Step 3

Submit a full proposal if your LOI is selected.

LOI APPLICATION:

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

LETTER OF INQUIRY

The 1-2 page Letter of Inquiry (LOI) should include:

A description of the project you want the Stewardship Council to support - what is the need you are trying to address? How will your proposed project specifically meet that need? What makes your proposed approach innovative, unique, and creative? How does your project meet the priorities of the Stewardship Council?

A brief description of your collaborative partners and potential partners, and what roles each will play in your proposed project. What makes your collaboration strong?

Background information about your organization, activities and operating budget.

The regions and youth population(s) your project serve.

Total amount requested from the Stewardship Council (between \$50,000 to \$150,000 per year for up to two years, not to exceed \$300,000 total).

The LOI should be signed by your Executive Director (electronic signature is OK).

You are welcome to upload signed MOUs from existing major partner organizations (please keep this to less than 5) or letters of support from potential partners (not required at this stage).