

RAINMAKERS GIVING CIRCLE REQUEST FOR PROPOSALS

Washington Area Women's Foundation's Rainmakers Giving Circle is requesting proposals to improve the lives of young women and girls (ages 10-21) in the Washington, DC metropolitan area.

Established in 1998, Washington Area Women's Foundation (www.thewomensfoundation.org) is a public foundation dedicated to increasing the resources and opportunities in the Washington, DC metropolitan area that enable women and girls to achieve their full potential. The Women's Foundation's mission is to foster a powerful wave of philanthropy to improve the lives of women and girls through:

- Expanding and leveraging women's philanthropy;
- Increasing social change philanthropy in our community;
- Providing grants, operational resources and technical assistance to local organizations; and,
- Serving as a regional voice for women and girls.

Washington Area Women's Foundation's **Rainmakers Giving Circle**, a collaborative giving circle of 30 women with a keen interest in supporting social change, is pleased to issue a request for proposals for its 2009 round of Rainmakers Giving Circle Grants. The Circle will award between \$45,000 and \$55,000 in grants this year. The Rainmakers are inviting proposals from organizations located in and serving *Washington, DC and/or Prince George's County*. The circle is also inviting *any former Grantee Partner* to submit proposals regardless of their location/service area.

The Rainmakers Giving Circle makes its grants to:

- Support programs for young women and girls (10-21) that encourage the healthy development of and prevention of risk factors among young women and girls.
- Focus on programs that empower and increase competence among young women and girls in the areas of employment, education, health, and life skills.
- Contribute to programs where the grants make a significant impact in the continuation, expansion or enhancement of the program.

With the current economic climate, The Rainmakers are committed to ensuring that Grantee Partner organizations remain sustainable. As a result:

1. Priority will be given to funding already existing programs, unless a compelling case is made for the need for a new program.
2. Grant funds awarded will include a ten percent (10%) allocation for general operating support/organizational overhead – with the remaining 90% earmarked for the proposed program.
3. In addition, the Rainmakers are inviting any of their previous Grantee Partners to submit proposals, even if they are outside of this year's geographic target area.

CRITERIA FOR 2009 RAINMAKERS GIVING CIRCLE PROPOSAL APPLICANTS

An applicant organization is eligible for consideration of a Rainmakers Giving Circle grant if:

- ✓ It is a non-profit, 501 (c)(3) organization.
- ✓ It provides services to young women and girls between the ages of 10 and 21 years old.
- ✓ It has been in operation for at least one year.
- ✓ The program for which funding is requested provides services to and works with and/or impacts young women and girls in Washington, DC and/or Prince George's County, OR is a previous grant recipient (regardless of geographic location).
- ✓ It is a non-proselytizing program. Programs sponsored by faith-based organizations are eligible to apply.

The Women's Foundation generally will not consider requests to fund:

- ✗ Individuals;
- ✗ Scientific or medical research;
- ✗ Sectarian purposes (programs that promote religious doctrine);
- ✗ Endowments;
- ✗ Capital improvements, construction or renovation of projects; and/or
- ✗ Debt retirement.

GRANT AWARD RANGE

The 2009 Rainmakers Giving Circle will award between \$45,000 and \$55,000 in grants this year. This is the only request for proposals in 2009. The number and size of the grant awards varies based on the competitive pool of applicants and requests, and the funding pool of the circle in each given year. The Circle has historically made grant awards ranging from \$2,500 - \$12,000, but may make larger grants at their discretion.

**2009 Request for Proposal and Application
Deadline: 4 p.m. May 20, 2009**

HOW TO APPLY

The 2009 Rainmakers Giving Circle request for proposal and application deadlines are as follows:

Applications due:	Wednesday, May 20, 2009 at 4 p.m.
Site visits to qualified applicants:	July 2 – November 10, 2009
Award notification:	On or before December 22, 2009

Proposal format:

- Include a grant application cover sheet (see attached), narrative and attachments (see "Proposal Narrative Outline")
- Re-type the question before each response in the proposal narrative.
- Type and double-space the proposal, using standard typeface no smaller than 11-point type.
- Include a 1" margin on all sides of each page.
- Do not exceed 4 pages; number all pages except the cover sheet.
- Include your organization's name at the top of each page.
- Provide all required signatures. On the original document, the signature should be signed in a color other than black ink.
- Do not staple, paper clip or bind any pages.

Applications that are received after the deadline, faxed, handwritten or incomplete will not be accepted.

PROPOSAL AND APPLICATION GRANT REVIEW PROCESS

The Rainmakers Giving Circle convenes three committees to carry out its grant selection process.

- 1) **Proposal Review:** The proposal review committee reviews proposals and determines which applicant organizations are a best fit for the Circle's grantmaking mission. Applicant organization proposals selected to move forward to the next stage will be contacted to schedule a site visit. Applicants not selected to proceed will be notified of the Circle's decision in June.
- 2) **Site Visit:** The site visit committee contacts applicant organizations selected to move forward in the grant review process to schedule a site visit. The site visit committee conducts visits in July – November 10, 2009, depending on the applicant organization's program and preference.
- 3) **Funding Recommendation:** The funding recommendation committee meets in mid-November to review proposals and site visit information to determine funding recommendations. The full Circle then finalizes the funding recommendations. Washington Area Women's Foundation Board of

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Directors meets in December to approve all funding recommendations. Applicants will be notified of the funding decisions on or before December 22, 2009.

PROPOSAL NARRATIVE OUTLINE

Narrative should be no more than four pages. Re-type the question before each response.

- Briefly describe your organization's mission and purpose, including the date it was established; summarize your current programs and activities, and population served.
- Briefly describe your funding request. What problems, needs or issues does this request address?
- Describe the program for which you are requesting funding, the population served and the number of girls served by the program.¹
- What makes your program for young women and girls effective and innovative? How does your program uniquely serve young women and girls in your region?²
- How would the Rainmakers Giving Circle grant enhance or expand your program?
- Prepare a time line for completion of the work described in the funding request, including activities, outputs and outcomes.

PROPOSAL ATTACHMENTS

Organizational and Project Budgets (please attach one copy of the following, Excel templates provided):

- The organization's prior, current and next fiscal year's budgets³, including income and expenses.
- The program and grant request budget,⁴ including income and expenses, and a list of all sources of income toward the program budget for which you are requesting funds. *It is **not** a requirement that you seek additional funds from other sources.* Note: if awarded, the grant period will be calendar year 2010.

Please attach one copy of the following:

- List of all places the program is currently operating (if applicable).
- List of all staff and other individuals involved in the program and activities, and a list of board members (with their affiliations).
- A copy of your current IRS determination letter indicating tax-exempt 501(c)(3) status.

¹ The Rainmaker's Giving Circle makes grants to programs that empower and increase competence among young women and girls (10 – 21) in the areas of employment, education, health, and life skills.

² The 2009 grant cycle is for programs that provide services to and/or impact young women and girls in Washington, DC and/or Prince George's County, and to former grantees in any region.

³ Next year's budget is only required if grant funds will not be expensed in the current fiscal year

⁴ If this grant request is to fully fund the program, then your program and grant request budget amounts will be the same.



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- A financial statement, (audited if available) from most recently completed fiscal year, showing actual expenses. If an audited financial statement is not available, you must also include a copy of your organization's most recent Form 990 tax return. If an audited financial statement is provided you are not required to submit your organization's most recent Form 990 tax return.
- Most recent annual report, if available, and any relevant brochures and clippings of your organization or program.

TO SUBMIT A GRANT PROPOSAL

To submit a grant proposal, please **email the following** in Microsoft Word, Microsoft Excel, and/or PDF format (other electronic formats will not be accepted):

- _____ **Cover sheet** (use the accompanying form, downloadable from the web site www.TheWomensFoundation.org)
- _____ **Narrative** responding to the "Proposal Narrative Outline" (up to 6 pages, double-spaced)
- _____ **Budgets: Organizational** (prior, current and next fiscal years) **and Project** (use the accompanying Excel template to submit all 4 budgets)
- _____ **Attachments** (if available electronically)

E-mail your proposal (cover sheet, narrative, budgets and attachments) **by**
4 p.m. on Wednesday, May 20, 2009 to programs@wawf.org
Include "[Organization Name] Rainmakers Proposal" in the subject line

In addition submit one original, signed proposal and 7 copies (cover sheet, narrative and all attachments – do not staple, paper clip or bind any pages; separate each set with blank sheets or dividers) **by hand delivery or postmark Wednesday, May 20, 2009 by 4 p.m. to:**

Washington Area Women's Foundation
Attn: 2009 Rainmakers Giving Circle Proposal Review Committee
1411 K Street NW, Suite 800, Washington, DC 20005

Direct inquiries to: Nicole Cozier, Philanthropic Education Officer, 202.347.7737 x203, or ncozier@wawf.org
Applications received after the deadline, faxed, handwritten or incomplete will not be accepted.



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GRANT APPLICATION COVER SHEET

Name of organization

Date of Application

Address of organization

City, State, Zip Code

Federal Tax-Exempt Num.

Phone

Fax

Web site

Contact person

Title

Daytime phone

Fax

E-mail

PROPOSAL SUMMARY

Program/Project's Name: _____ Amount Requested: _____

Total project budget: _____ Total organizational budget (current year): _____

Summary of Request: _____

Population served: _____ Geographic area served: _____

Preferred site visit date(s): _____ July _____ August _____ Sep 7 – 18

_____ Sep 21 – Oct 2 _____ Oct 5 – 16 _____ Oct 19 – 30 _____ Nov 2 – 10

AUTHORIZATION

The Executive director or principal administrator and a board officer must sign below.

We, the undersigned, attest to the accuracy of the information submitted in this application and provide assurance that the Board of Directors agrees to the submission of this application.

1) Executive Director or Administrator signature

2) Board Officer signature

1) Printed name

Title

2) Printed name

Title