

LBCF Funders Collaborative Request for Proposals 2017



BACKGROUND AND PURPOSE

Over the years, the Long Beach Community Foundation (LBCF) has been asked by local philanthropists if there is a better way to make a greater impact in the community. LBCF has determined that collaboration often helps stretch donor dollars further, whether it be amongst grant recipients or the entities funding them.

For two years, beginning in 2015, LBCF focused the foundation’s discretionary dollars on nonprofits who were collaborating with their peers to streamline processes and productivity, and reducing costs. LBCF believes that efficiencies can also be achieved on the funding side of the granting equation, therefore during the spring of 2016, LBCF convened over 20 local philanthropists and private foundations to explore collaborative funding opportunities.

After a series of exercises to determine intersecting areas of interest and impassioned discussions about what the Long Beach community would benefit from the most, three focus areas for collaborative funding were identified. The three funding priorities for the collaborative’s pooled funding are:

1. **Youth Empowerment** - How do you empower youth to learn to become good citizens? How do you create career path opportunities? How are you reaching youth at the most influential stage of life, at or before the point they could make life-changing decisions?
2. **Health, Education, and Opportunity** - How are you addressing these inter-related areas, and providing a holistic approach to meeting a youth’s needs? The funders believe that education helps people create economic opportunity for themselves. How are you leveraging education to expand opportunity for youth?
3. **Community Improvement** – Overall, how does the project/program you are proposing create a positive impact that is felt throughout the Long Beach community? How is the work you are doing making a long-lasting sustainable improvement for the Long Beach community?

FUNDING AVAILABLE

Between \$75,000 and \$100,000 is available for the 2017/2018 LBCF Funders Collaborative grant program. The Collaborative’s intent is to award one grant award to a single applicant that best meets the grant criteria. Applicants that meet all three funding priorities will be given preference.

GRANT TIMELINE

Requests for Proposals made available:	April 19, 2017
Requests for Proposals due:	May 18, 2017
Grant decisions approved:	July 28, 2017
Grant funding period:	August 15, 2017 – June 30, 2018

You will be notified by mail if your proposal has been approved or declined.

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ELIGIBILITY

Eligible applicants must be nonprofit public benefit corporations exempt from federal income taxes under Section 501(a) of the Internal Revenue Codes, because they are a 501(c)(3) nonprofit organization.

Applicants must be located in, or have the proposed program operating within Long Beach, or have a majority of clients residing in Long Beach.

Applicants must operate without illegal discrimination on the basis of race, religion, gender, sexual orientation, age, national origin or disability.

If you are a previous or current LBCF grantee, all reporting requirements must be current or your organization will not be considered for funding.

ABOUT THE COLLABORATIVE

The Long Beach Community Foundation is a 501(c)3 nonprofit, public organization with over \$29 million in assets and 143 charitable funds. It was established in 1996 to make strategic grants to nonprofits, and assist individual donors with their philanthropic goals today and through planned giving.

Donors to the collaborative funding efforts of this grant are:

The California Endowment
The John S. and James L. Knight Foundation
The Rudolph J. and Daphne A. Munzer Foundation
The Adams Legacy Foundation
The Johnson Family Fund
Dameron Family Foundation
Robert Brush Foundation Fund
The Josephine S. Gumbiner Foundation
The Barbara Bixby Blackwell Foundation Fund
The Long Beach Community Foundation

GRANT FUNDS MAY BE USED FOR:

- Implementation of a new program
- Continuation or expansion of a program, if able to document history of compelling, quantified impact
- Personnel, facility, supplies, equipment, and other direct expenses essential to the project
- Community outreach/publicity to targeted clients
- Staff or volunteer training
- Indirect costs, but an explanation must be provided justifying the need

GRANT FUNDS MAY NOT BE USED FOR*:

- Lobbying
- Annual fund drives
- Underwriting or sponsoring social or special events
- Telethons, or similar fund-raising activities
- Debt retirement or budget deficits
- Academic or scientific research projects
- More than 25% of organization annual budget

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- Endowment campaigns

EVALUATION CRITERIA:

Proposals are evaluated by a review committee who will determine the extent to which they meet the following criteria:

- Proposed program is compatible with your organization's mission and the purpose of grant program stated above
- Reflects experience with the targeted audience and access to the populations to be served which must be Long Beach residents
- Organization has the capacity to sustain the program beyond the funding period
- Objectives are clear, compelling, measurable and achievable within the funding period

ACCEPTANCE OF TERMS

An authorized signature by the organization leader on the cover page binds your organization to these terms of use of funds and eligibility to receive such funds.

PROPOSAL FORMAT AND CONTENT:

Your proposal must include each of the items listed below. Applications exceeding the page limit allotted for each section may be disqualified. Your complete proposal should include the following in PDF Format merged as one document:

- Cover Letter signed by Executive Director (1 page)
- Proposal Cover Sheet (1 page, use form provided)
- Narrative (2 pages, use form provided)
- Program budget (1 page, use form provided)
- Financial analysis (1 page, use form provided)
- A copy of the organization's current total operating budget (1 page)
- List of members of organization's governing board (1 page)

If you have not been funded by LBCF in the past 12 months, please provide the following documents:

- IRS letter of tax exemption
- Copy of the most recent available 990 or independent audit including auditors' letter

IMPORTANT—SUBMISSION OF PROPOSAL:

Proposals must be submitted no later than **4:00 p.m. on May 18, 2017** via email to: info@longbeachcf.org. Proposals will only be accepted at this email address. A confirmation of receipt will be provided.

In the subject line of your email state the grant program and your organization's name:
Funders Collaborative (Organization Name)

Late or incomplete proposals will not be accepted. Proposals will be declined if the directions for formatting stated above are not followed.

Please direct inquiries to Colleen Bragalone at colleen@longbeachcf.org or 562-435-9033. We look forward to reading your proposal.

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PROPOSAL COVER SHEET

ORGANIZATION/PROGRAM INFORMATION

Name of Organization	
Name of Program	
Organization Address	
Program Budget	\$
Grant Amount Requested	\$
Organization's total operating budget for fiscal year ending	Month/Year
Income	\$
Expenses	\$
Organizations' EIN#	
Contact Person Name	
Contact Title	
Email Address	
Phone	
# of clients/members served annually	
# of clients/members served through proposed program:	

Please check all of the applicable elements that your program offers:

- Youth Empowerment
- Health, Education, Opportunity
- Community Improvement

Project Summary (no more than 75 words):

Print Name & Title of staff completing this application:

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NARRATIVE CONTENT

Please respond directly and succinctly to the questions. You may vary the length of each of your answers, but total answers to the narrative may not exceed two (2) pages. Your answers do not need to include the questions, which provides more space for your answers.

1. **Describe the mission and history of your organization's core program services.**
2. **For which program are you seeking Funders Collaborative grant support? Please explain in detail the number of participants, number of activities, length of program, etc.**
3. **Please detail how you would allocate awarded Funders Collaborative grant funds and why these funds are needed (i.e. organization general operating, specific program, staffing).**
4. **Describe the program target audience and how your program has been, or will be, of benefit to them.**
5. **Describe the qualifications and/or training of key leadership, personnel/staff and volunteers involved with this program.**
6. **Please explain any special features of your program – what makes it effective? Is there anything else you would like to share about your organization and/or program?**
7. **How will the program be sustained after funding from this grant is expended?**

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PROGRAM BUDGET



Use the template below to show the income and expenses for the program for which you are asking funds.

Budget Time Period : _____ to _____

INCOME – PLEASE LIST THE INCOME COMING IN OR BEING REQUESTED FROM THE FOLLOWING SOURCES:	Funders Collaborative	Foundations, Corporations, and/or Government	Fundraising and/or Contributions	Program Fees	Other Income	Totals
Secured ¹						
Proposed ²						
TOTAL INCOME PER FUNDING SOURCE (please add the secured and proposed columns)						
EXPENSES – PLEASE LIST THE PROGRAM EXPENSES THAT WILL BE ALLOCATED TO EACH INCOME SOURCE:	Funders Collaborative	Foundations, Corporations, and/or Government	Fundraising and/or Contributions	Program Fees	Other Income	Totals
Personnel, benefits ³						
Supplies/Equipment						
Consultants/subcontracts						
Travel						
Postage						
Printing						
Other:						
Other:						
Indirect:						
TOTAL EXPENSES ALLOCATED TO EACH FUNDING SOURCE						

¹ Please list all sources of program revenue secured. Be specific, for example, if total foundation support is from several foundations, please list the names of each foundation here:

² Please list all proposed sources of project revenue pending. Be specific, for example, if total foundation support is being requested from several different foundations, please list the names of each here:

³ Please list the title of each personnel. If full-time, list the percent of time spent working on this program; if part-time, please list the number of hours and rate of pay.

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NONPROFIT FINANCIAL ANALYSIS

The purpose of this form is to present an overview of an applicant organization’s financial health. This will be reviewed and taken into consideration along with the grant proposal. Please provide all the information requested on your entire organization, **along with any notes that may explain any extraordinary circumstances.** This information should be from your most recent 990 and audit.

Organization Name: _____ **Most Current Fiscal Year** _____ **MM/DD/YYYY** _____

Program to Total Expenses Ratio: This looks at the percentage of expenses used to support programming versus how much is spent for general management and fundraising. A general rule is that at least 75% of total expenses should be used to support programs—the higher the percentage the better.

Program Expenses	/Total Operating Expenses	= Program Expense Ratio
\$	\$	%

Program expenses can be found in Section IX, line 25B and total expenses in Section IX, line 25A

Notes:

Quick Ratio: This measures the level of liquidity and measures only current assets that can be quickly turned to cash. A generally standard Quick Ratio equals 1 or more.

Cash	+ Accounts Receivables	/Current Liabilities	= Quick Ratio
\$	\$		

Notes:

Excess or Deficit for the Year:

Excess or (Deficit) Most recent fiscal year end	Excess or (Deficit) Prior fiscal year end
\$	\$

Notes:

Diversity of Funding Sources: A financially healthy organization should have a diverse mix of funding sources. Complete those categories that apply to your organization using figures from your most recent fiscal year.

Funding Source	Amount	% of Total Revenue	Funding Source	Amount	% of Total Revenue
Contributions	\$		Program Fees	\$	
Fundraising/Special Events	\$		Interest Income	\$	
Corp/Foundation Grants	\$		Other:	\$	
Government Grants	\$		Other:	\$	

Notes: