



Request for Proposals 2018

BACKGROUND & PURPOSE

The Uncork for Hope Foundation, founded in 2017, is a 501(c)(3) organization whose mission is to empower at-risk youth through community partnerships. By providing grants to other charitable institutions, we are encouraging the creation of novel and innovative programs that are designed to give new opportunities to at-risk youth. If a new idea is presented, we are interested in learning more. If disaster strikes, as it recently did with the fires in wine country, we continue to be agile and provide funding for those in need. Most importantly, we are building a community that will help make sure every child goes to sleep realizing they are loved.

PROPOSAL GUIDELINES

In 2018, The Foundation is interested in supporting nonprofit organizations that serve **at-risk youth (ages 0-22)**. Special consideration will be given to charities that are willing to collaborate to provide expanded programs and services. **The deadline for consideration is February 1, 2018 and grant requests may range from \$5,000 - \$50,000.** In order to be considered, please refer to the list of criteria below:

- Organization must be able to show proof of 501(c)(3) status.
- Must be located in California.
- Must be able to attend the event in which a formal announcement of the partnership will be made.
- Must show a diversified funding stream with no more than 50% coming from a Government entity.
- Must have 100% of personal Board giving.
- Administrative and Fundraising expenses cannot exceed 20% of the total operating budget for any given year.
- Must fully disclose of any current, pending and/or anticipated litigation, investigation and discipline against the charity or any of its staff or Board.
- Funds requested must be used for outcome driven programs and **no consideration** will be given to requests for general operating, events, endowments, debt reductions, multi-year commitments, individuals, research or capital campaigns.
- Applicants must operate without illegal discrimination on the basis of race, religion, gender, sexual orientation, age, national origin or disability.
- If your organization is a previous or current grantee of the Uncork for Hope Foundation, **all reporting requirements must be current** or your agency will not be considered for additional funding.

TIMELINE

February 1, 2018 at 5pm	Completed applications submitted
February 3, 2018	Vetting Committee completes application scores
February 5 – 15, 2018	Top five applicants will be contacted and interviewed via phone or in person meeting
February 17, 2018	Top two applicants will be presented to the Board of Directors for vote
February 21, 2018	Charities will receive notification

QUESTIONS

Please contact info@uncorkforhope.org.

Date application submitted:	
Organization referred by:	
Total giving to your organization from this grantmaker in the past three years (list purpose, amount and year for all grants):	
Name of applicant organization:	
Street address:	
City, state, zip:	
Mailing address:	
City, state, zip:	
Website address:	

Executive director's name:			
Phone:		Email:	
		Fax:	
Contact person's name & title:			
Phone:		Email:	
		Fax:	
Board president's name:		Phone:	
Has board president been made of aware of and approved this request?	[] Yes [] No		
Is the applicant an IRS 501c3 nonprofit?	[] Yes [] No	If yes, year incorporated:	
Percentage of Government Funding:	0 - 20%	21 - 40%	41 - 49%
Signature of Executive Director:			

Project/Program name:			
Type of funding request (check one):	<input type="checkbox"/> General operating <input type="checkbox"/> Start-up <input type="checkbox"/> Project/program <input type="checkbox"/> Other (describe):		
Applicant's annual budget:	\$	For which fiscal year?	
Total project budget:	\$		
Amount of this proposal request:	\$		
Time period this funding will cover:		Date funds are needed:	
Target population for this proposal and number of people served:			
PROPOSAL SUMMARY In 100 words or less, summarize the purpose of this request. What will you do? Where? With whom? When? Why is it important?			

PROPOSAL NARRATIVE

The narrative **should not exceed 3 pages** in length, single-spaced, using 12 point font and one inch margins. Please address all sections and bullets that are applicable to your grant request.

I. Grantmaker's Interest and Priorities

Please explain how your grant request meets the needs of at-risk children.

II. Organizational Background

The Uncork for Hope Foundation values collaborations, if this is a collaboration, please describe the lead agency and its relation to others involved.

Describe:

- Your organization's history, mission and goals.
- Your organization's current programs, activities and accomplishments.
- The geographic area and target population served.
- The roles and responsibilities of staff, volunteers and the board specific to this grant request.

III. Purpose of Request

- Briefly describe the specific problem/need or opportunity in your community that this funding request will address.
- Describe how this project relates to your organization's overall mission.
- Summarize the work plan that will be used to accomplish this request. Include tasks and timetables for staff and key organizations. Include community resources utilized for this effort.

IV. Community Context

- Describe your organization's relationship to other similar community efforts and how you are cooperating with other agencies working in this field. Please describe how your request differs from or builds on these efforts.
- If applicable, describe the roles and responsibilities of the community partners with whom you are working.
- Describe the role of community members in your organization and in this specific grant request.

V. Evaluation Plan

- Describe your criteria for success. What do you *realistically* want to happen as a result of your activities? Include the short-term changes you want to achieve and the long-term changes you are working toward and how this grant request will forward the long-term changes.
- How will you measure changes?
- Who will be involved in evaluating this work?
- What will you do with the results of your evaluation? How will it be used to affect the program?

VI. Sustainability

- Describe how the resources to sustain this effort will be secured.

VII. Additional Resources

- Describe any additional funding needed to complete this effort and how you will secure it.
- List all the sources being solicited for funding this grant request and the status of each request (e.g., fully funded, partially funded or pending)
- Briefly describe the in-kind support your organization receives annually.

FINANCIALS AND ATTACHMENTS

In addition to the Proposal Narrative, please attach the following (these are not counted as part of the 3-page Narrative). **Financial information must accompany all proposal requests regardless of the dollar amount of the request.**

Failure to include any of the required attachments may preclude the application from being processed.

Required Attachments

Include **ONE** copy of each of the following:

- A copy of your current IRS determination letter indicating 501(c)(3) status.
- Your most recent 990 tax return.
- List of board members, their professions, places of employment, and how much they contribute financially to the organization. List separately the percentage of board members who contribute financially.
- Brief biographies of key staff relevant to this funding request.
- Most recent annual financial statement, preferably audited.
- Organization's operating budget.
- Detailed project/program budget.

Optional Attachments

- If available, most recent annual report.
- Letters of commitment from participating organizations, if collaboration exists.
- Budget narrative, if necessary.
- A 2-3 minute video (can be taken with an iPhone) showing the organization's work and/or facilities.

Proposal Checklist

- Executive Summary Form.
- Proposal Narrative (up to 3 pages).
- Copy of IRS determination letter (or that of fiscal agent).
- Most recent 990 tax return.
- List of Board members, their professions, places of employment, and how much they contribute financially to the organization. List separately the percent of board members who contribute financially.
- Brief biographies of staff, including qualifications relevant to this request.
- Organizational budget.
- Project budget.
- Financial statements.

Please submit all completed applications and attachments in **one PDF** via e-mail to info@uncorkforhope.org. The video can be attached separately.