



YAKIMA VALLEY

COMMUNITY FOUNDATION

2007 Community Impact Competitive Grant Guidelines

Dear Grantseeker,

On behalf of the YVCF Board of Directors, we are pleased to provide these guidelines to enable public and nonprofit community groups to apply for a competitive Community Impact Grant from YVCF.

These guidelines are designed to help you learn more about the priorities of the Foundation, the kinds of programs and services funded, and what is needed from you in order to review your application.

The YVCF Grants and Program Committee recently completed a thoughtful review of the competitive Community Impact Grants Program. The results of that process are reflected in these guidelines and will help make YVCF grantmaking even more focused and effective.

The ultimate goal of YVCF is to assist Yakima Valley communities with their needs. Please note that the guidelines provide general information about grantmaking and specific instructions for the 2007 grant program cycle. Our hope is that these guidelines will assist you in presenting a compelling case for support from the Foundation.

In 2005, YVCF awarded 9 grants totaling \$200,000. In 2006, 14 grants totaling \$250,000 were awarded, ranging from \$5,000 to \$40,000. In 2007, \$325,000 will be awarded. No grant request should exceed \$50,000. 2007 grant recipients will be announced in November and funds will be distributed in December.

YVCF realizes that it is unable to meet all the philanthropic needs of the county and is, therefore, unable to fund all submitted proposals, even if they meet program guidelines. The Foundation is, however, proactive about forming partnerships with other funding entities, both private and public, to help ensure that a wide range of needs are met. The competitive grant review process seeks to identify those projects and programs with the greatest potential for furthering Foundation goals while benefiting the community. In addition to funding successful and proven programs, YVCF also seeks to fund unproven projects that have significant potential. These preferences and priorities are based on carefully considered issues affecting Yakima County, and on thoughtful analysis of what YVCF resources can do to influence them.

We look forward to learning more about your work and about your dreams. We invite you to be a partner in our efforts in meeting the needs of the Yakima Valley. For more information and resources, please visit our website at www.YVCF.com.

Sincerely,



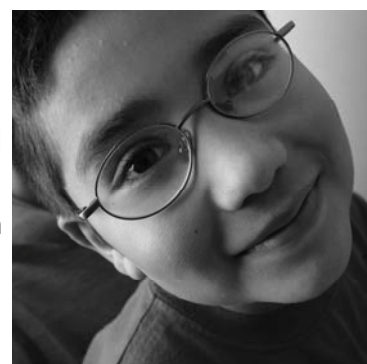
John Colgan
President



Robert Ozuna
Chair, Grants Committee



Emily Medeiros
Director of
Program Services



Davis High School
Library & Media Center



Healthcare Education
at YVCC—Grandview



Nuestra Casa
Sunnyside

What Types of Grants Does the YVCF Community Impact Competitive Grant Program Make?

The Community Impact Competitive Grant Program provides two main types of funding:

1. Project or Program Support – The Foundation funds projects or programs that are designed to contribute significantly to improving the quality of life for residents of Yakima County.
2. Specific Equipment Needs, including training expenses related to the request.

Yakima Valley Community Foundation generally does not fund:

- Operating support
- Capital expenditures for real estate or bricks and mortar
- Academic or scientific research
- Debt retirement/reduction
- Direct or grassroots lobbying expenses
- Conferences, workshops or symposia, and/or travel thereto
- Endowments
- Support of individuals
- Publications, video and film production
- Special fundraising events or fundraising feasibility projects
- Annual campaign appeals
- Religious organizations where funds would be used to further the organization's religious purposes
- The start-up of new nonprofit organizations that will unnecessarily duplicate existing programs or services, or begin services that can be more effectively provided by other organizations.

Who Is Eligible to Receive a Grant From the Yakima Valley Community Foundation?

To be eligible for Community Impact Competitive Grant Program funding:

1. The proposed project or program must be conducted in Yakima County, WA and benefit Yakima County residents.
2. The agency must qualify as tax-exempt under section 501(c)(3) of the IRS code or as a recognized Native American Tribe. *If your organization will be using a Fiscal Sponsor, please contact the YVCF Director of Program Services to begin the application process.*
3. Be organized and operate so that there is no discrimination on the basis of race, religion, gender, sexual orientation, age, political affiliation, national origin or disability.
4. Have operated as a tax-exempt organization for at least one year.

To conserve limited resources, YVCF will not consider more than one proposal from the same organization.

Expectations If You Receive A Grant

As a community foundation, YVCF has an obligation to the community to ensure that grant funds are spent responsibly. In an effort to evaluate YVCF investment in the community, the Yakima Valley Community Foundation requires the following commitment from grant recipients:

1. Recipients will complete a grant compliance agreement form (provided upon award of grant).
2. An Interim and Final Report explaining how funds were used is due to the Foundation. These reports should include candid, reflective, concise responses. YVCF board members are equally interested in hearing about your successes, as well as your challenges, difficulties and even failures.
3. Any funds not used for the purpose requested must be returned to YVCF. Failure to do so may affect future funding.
4. YVCF requests public acknowledgment of its grantmaking in publications, press releases, brochures, videotapes, and other publicity or public relations materials and presentations that result from the use of its funds.

PLEASE ADDRESS INQUIRIES AND PROPOSALS TO:

Emily Medeiros, Director of Program Services
Yakima Valley Community Foundation
111 South 33rd Street, Suite 103
Yakima, WA 98901
(509) 457-7616

How Do I Request Funds From the Yakima Valley Community Foundation?

STEP ONE

Submit 5 copies of the "Letter of Request", limited to three pages in length. This letter must be on the organization's letterhead (12-point type), signed by the CEO. Please identify the funding category: Health, Education, Community Development, Human & Social Services or Art & Culture. Please use YVCF numbers and questions listed below as headings for your answers.

1. Organizational Information: A brief history, purpose, mission, size, budget and programs operated by the organization.
2. Purpose of Project: Description of the project, target population, number to be served and what the grant will specifically fund. Discuss your organization's qualifications to deal with the issue.
3. Why a YVCF Grant is Needed and Amount Requested: Explain why YVCF funds are needed for this project and why other funding is not available. Indicate the amount you are requesting. Provide a list of grants received for this program or project during the previous year, and applications pending or applied for in support of the same program or project.
4. Community Partners: Describe how community partners will be involved in the proposed project.
5. Goals and Objectives: Clearly state measurable outcomes for the project. Tell how you propose to achieve the outcomes of the project in terms of specific activities, including a timetable (proposed starting date and duration of the project)?
6. Community Impact: Describe how the project will benefit the community and note the Foundation's goals being addressed by this project.
7. A copy of the most recent IRS 501(c)(3) determination letter confirming your organization's status as a tax-exempt, public charity.
8. Confirmation that the proposal has Board approval. (Ex: Board minutes, co-signature of Board chair on L of R, etc.).

STEP TWO

Applicants selected for further consideration will be requested to provide 5 copies of the following additional information:

1. An Evaluation Plan including the *quantitative* and *qualitative* indicators you will use to measure the progress and impact of the project. Who will assess the results?
2. List of Board of Directors that indicates officers, professional affiliation, term and city of residence.
3. Provide one of the following: the most recently completed external audit report or a certification statement from an independent source that there are no findings or questioned costs within the last two fiscal years.
4. Current operating budget including year-to-date financial information. Please explain any significant change in agency revenues or expenses for the past two years, as well as the amount and nature of any cash reserves or endowment. Have you operated with a deficit in the above years? If so, please explain.
5. Program/Project budget (if applicable): Include expenses and sources of revenue. Be specific as to whether the listed revenue is committed (i.e., in hand) or anticipated (explain the basis for your belief that the revenue will be forthcoming).
6. List of major funders/contributors (and amounts) to this program/project related to this request.
7. Most recent IRS Form 990.
8. Policy statement of the agency's commitment to equal opportunity in hiring and services.
9. Annual Report (if available).

Letter of Request Deadline: Deadline indicates date on which the application must be *received* by our office - *not* the "postmarked by" date. Late applications will not be considered. *Please note: faxed and e-mailed applications will not be accepted at this time.*

**Letter of Request Deadline is 5:00 P.M.
FRIDAY, MAY 25, 2007.**

Grantmaking Philosophy

The purpose of the Community Impact Grant Program is to enhance the mission of YVCF through innovative and effective grantmaking in a way that:

- Encourages innovation
- Builds capacity
- Recognizes the positive impact of diversity

Funding Priorities for YVCF's Competitive Grants

In accordance with the mission of YVCF, the following general areas may be funded depending on fund restrictions and donor intent, *with special attention to unmet needs*. To view specific program areas, please visit www.YVCF.com.

HEALTH

To improve physical and mental health status for persons of all ages; improve access to and quality of treatment services; promote the efficient use of healthcare resources; prevent disease and improve health outcomes.

EDUCATION

Formally constituted educational institutions and organizations or activities that administer or support those institutions; libraries; organizations whose primary purpose is to provide opportunities for supplementing and continuing education and related services to students and schools outside the framework of formal education institutions. Includes the continuum of learning: early childhood, preschool, primary and secondary grades, higher education, vocational education, and continuing and adult education as well as parent training, academic enrichment, school-based student support services, library services, community involvement in schools and adult literacy.

COMMUNITY DEVELOPMENT

Includes housing, community engagement, capacity building and economic development, employment training, public safety, citizen participation, neighborhood life, volunteering, as well as preservation of the environment, natural resources and wildlife.

HUMAN & SOCIAL SERVICES

Includes the support of family and individual development, and encompasses independent living and non-medical services for the elderly and individuals with disabilities; emergency services, including transitional and other services for the homeless; parenting skills; human services for children and adolescents. Addresses the basic needs required by all and the special needs required by a few. Counseling, day care/ senior centers, transportation providers and those agencies that ease entering/ leaving this life.

ART & CULTURE

Includes the enjoyment and understanding of the visual, literary, performing, folk, media and other art forms.

What Happens Next?

If you are invited to continue the application process following evaluation of Step One in your Letter of Request, a deadline for submission of Step Two information will be set. Upon timely receipt of that information, it will be reviewed by the YVCF Grants and Program Committee. The review of your application *may* include a site visit and suggestions for revisions or modifications of the proposal, discussions with others in the community who are familiar with your work, conversations with your peers in the field and other funders who have supported your efforts in the past.

Additionally, an assessment of your organization's overall capacity is made. YVCF will evaluate:

- Quality of leadership, both board and staff
- Capacity to carry out the proposed work
- Financial systems and reporting, financial strength
- Quality of organization planning
- Sustainability of the program and its funding (if intended to be ongoing)
- Program evaluation and how it is used by the organization
- Potential impact of your project and its relation to the cost
- Level of accountability

Once the evaluation of your proposal has been completed, committee members and program staff will compare all applications received for that cycle, taking into consideration:

- The amount and type of funds available
- Previous grants to your organization and/or YVCF grants made for similar programs

The Grants and Program committee will make funding recommendations to the YVCF Board of Directors, who make the final decisions on grant approval.