



## Racial Equity Initiative 2010 Grant Guidelines and Application

The *Racial Equity Initiative* is a grant program focused on capacity-building. Funding is available, in part, through the Funders for Lesbian & Gay Issues and the Delaware Valley Legacy Fund. LGBTI people of color led and serving organizations are invited to apply for funding, up to \$10,000.

**\*\*\*The Racial Equity Initiative only funds capacity building projects. Capacity building is defined as the “process of developing and strengthening the skills, instincts, abilities, processes and resources that organizations and communities need to survive, adapt, and thrive in the fast changing world.”<sup>1</sup>** For more information on what qualifies as capacity building please see the frequently asked questions section of this document. \*\*\*

### GUIDELINES AND CRITERIA

#### *Funding Eligibility*

- An organization must have 501(c)3 nonprofit tax status or be affiliated with an organization that has 501(c) 3 tax status that is willing to serve as fiscal sponsor and assume fiscal responsibility for the grantee.
- Organizations must be both LGBTI people of color led and serving organizations. This means that 75% of the Board of Directors and Key Staff (or volunteers, if volunteer-run) must be LGBTI people of color. 75% of those served must also be LGBTI people of color.
- Organizations or projects must operate in the Delaware Valley. The Delaware Valley is defined as Bucks, Chester, Delaware, Montgomery and Philadelphia in Pennsylvania; Burlington, Camden, Cumberland and Gloucester in New Jersey; and New Castle in Delaware.

#### *The Delaware Valley Legacy Fund maintains a commitment to funding:*

- A wide range of programmatic areas as they affect the LGBTI community, including education, support services, political advocacy, community outreach, arts and recreation, health, and the like.
- A balance of projects among those that serve the rich diversity of the community.

#### *General Restrictions*

- Grants to individuals or for-profit institutions cannot be considered.

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<sup>1</sup> Ann Philbin, Capacity Building in Social Justice Organizations, Ford Foundation, 1996

- Organizations with an annual operating budget of \$500,000 or more are not eligible to apply. It is acceptable for a Fiscal Sponsor's operating budget to exceed this amount, but not the organization itself.

## APPLICATION PROCEDURES

### *How to Apply*

- One or two representatives of an organization (ideally the proposal writer) must attend a mandatory grant application seminar where DVLF staff and Outreach & Grantmaking Committee members will explain the application process. This year's seminar will take place at DVLF's office from **7-8:30 pm on Monday, March 15, 2010**. Organizations must RSVP to info@DVLF.org by Friday, March 12<sup>th</sup>..
- Contact Sandra Thompson at info@DVLF.org if you have questions.
- Email your completed application and supporting documents (see list below) to info@DVLF.org no later than Friday, April 23<sup>rd</sup>, 2010 at **5:00 PM**. **APPLICATIONS RECEIVED AFTER THIS DEADLINE WILL NOT BE CONSIDERED FOR FUNDING.**
- All application materials that cannot be sent as electronic documents must arrive no later than Friday, April 23<sup>rd</sup>, 2010 **at 5:00 PM** at the office of DVLF.
- All successful applicants will be required to submit periodic progress reports as a condition of award acceptance.

### *Grant Application*

Please answer all of the following questions on no more than 5 double-spaced typed pages using a 12 pt. Times New Roman font and 1-inch margins:

1. Please provide a brief background on your organization. Include the date created, the organization's mission, program(s) and population served.
2. What methods have you used (to date) to build your organization's capacity? Were these methods successful? If so, how? If not, what did you learn?
3. How do you build community consensus (support) for your organization's mission?
4. Describe the proposed capacity building project for which you are seeking funding. Include clear and measurable project goals with target dates for completion, and how you will reach them. Include specific activities and/or deliverables.
5. Why do you believe this capacity building project is necessary at this time?
6. How do you believe your organization's increased capacity will benefit LGBTI communities of color?
7. How will your organization sustain its increased capacity after the grant period ends?
8. How will you evaluate the effectiveness of the proposed capacity building project? Be specific!

## *Supporting Documents*

In addition to the eight grant application questions listed above, please also include each of the following with your submission:

- Cover page
- IRS 501(c)3 tax determination letter\*
- Most recently filed IRS 990 federal tax return\*
- Most recent audited financial statements\*

\*If your organization is using a fiscal sponsor, please include this information for both organizations if it is available.

- Board of Directors and Key Staff List\*\*

\*\*If your organization does not have a board and/or staff, please include a list of key volunteers and their roles.

- Annual Operating Budget
- Detailed project budget showing the amount requested from DVLF (up to \$10,000)
- Letters of Support and/or Collaboration (optional, with a maximum of 4)\*\*\*

\*\*\*Organizations using a fiscal sponsor must submit a letter from that organization, signed by the board president on agency letterhead as one of their letters of support.

## *Review Process*

- Applications are reviewed and considered by the Grantmaking and Outreach Committee which is made up of diverse, independent community leaders, activists, and organizational experts. Decisions are made based on each applicant's ability to show readiness for improving the infrastructure and capacity of their organization through funding from the Delaware Valley Legacy Fund.
- All applicants will be notified by the end of May 2010, and instructions on how to obtain feedback will be provided to unsuccessful applicants.

## **FREQUENTLY ASKED QUESTIONS**

### **What types of proposals are of interest?**

The Delaware Valley Legacy Fund's mission is to build the endowment for the LGBTI community and to provide grants that inspire the growth, health, wisdom, strength, and safety of the community, and, to improve the quality of life for all regardless of orientation or gender identity.

The goal of the Racial Equity Initiative is to support LGBTI people of color by building the capacity of their organizations and to strive to repair racial inequities while supporting a wide range of social, economic, and gender issues that shape our communities.

For a list of past REI grantees, [click here](#).

### **What are some examples of capacity-building activities that the DVLF funds?**

Below is a *sample* list of activities that can help build your organization garner funding from the Delaware Valley Legacy Fund. This list is not exhaustive.

1. Board development: recruitment and training
2. Staff or volunteer development: recruitment and training
3. Needs assessment
4. Program evaluation
5. Strategic planning
6. Fundraising development, including training
7. Infrastructure development (such as bylaws, mission/vision/value statements, job descriptions and contracts, board contracts, etc.)
8. Acquiring new or enhanced technology, including database systems
9. Developing targeted public relations or marketing strategies
10. Instituting financial accountability systems
11. Providing forums or networking activities to build group participation
12. Growing outreach for your organization with a new benchmarking system
13. Acquiring 501 (c) 3 status
14. Hiring a consultant to assist with a capacity building project

A few examples of what capacity building does NOT include may also be helpful. Capacity building does NOT include:

1. General operating support (rent, utilities and other ongoing expenses)
2. Funding for ongoing programs
3. Funding for staff positions
4. Contributions to endowments or capital campaigns
5. Deficit or debt financing

6. Anything that does not strength the capacity of your organization, allowing you to be more effective in fulfilling your mission.

### **Do I have to apply for the full \$10,000?**

No! There is no minimum amount that organizations must apply for, only the maximum of \$10,000. Projects must be impactful and expand the organization's capacity. We ask that you use your best judgment in determining how much to apply for.

### **We have submitted an application to establish 501(c) 3 non-profit status. Can we apply for a grant or do we need to obtain a 501(c) 3 fiscal sponsor?**

Approval of the application for 501(c) 3 status often takes longer than an organization expects it will take. Rather than make an award pending 501(c) 3 approval, and possibly forcing an organization to scramble at the last minute to find a fiscal sponsor, choose a fiscal sponsor ahead of time.

### **How many letters of support can we include with the application?**

No more than four support letters can be sent in for your project. Organizations using a fiscal sponsor must submit a letter from that organization, signed by the board president on agency letterhead. Letters from collaborative partners are optional.

### **What tips do you have?**

- Follow the instruction guidelines and be sure to include all of the requested attachments.
- Follow page limits.
- Maintain the order of information as it is asked for in the application.
- Be sure you are requesting funding for a capacity building project.
- If you need assistance, contact DVLF's office well in advance of the deadline.

### **How are grants rated?**

The DVLF Grantmaking and Outreach Committee review grants and score them based on criterion developed by the committee in advance. Special attention will be paid to an organization's ability to clearly demonstrate how the funds will be used and how the organization works with the community, identifies leaders, and evaluates program success.

**Can I get help with my grant application?**

Yes. DVLF is holding a mandatory workshop for applicants on Tuesday, March 9<sup>th</sup>, where DVLF staff and Outreach & Grantmaking Committee members will walk you through the application process. This year's seminar will take place at the offices of DVLF's from 7:00 - 8:30 pm. DVLF is located at 1234 Market Street, Suite 1800

To register or to ask for more information, call 215-563-6417, ext 117 or email [info@dvlf.org](mailto:info@dvlf.org).

**If my organization isn't funded can I get feedback on why it was not?**

Yes, all applicants will receive a letter containing instructions on how to obtain feedback.

**If my organization isn't funded during this cycle, can I apply again?**

Yes, during the next grant cycle.

## **MORE INFORMATION ON THE RACIAL EQUITY INITIATIVE CAMPAIGN**

The *Racial Equity Initiative* is a national, multi-year effort to increase foundation support for LGBTI communities of color. The Delaware Valley Legacy Fund's endowment interest is funding the local initiative along with matching funds from the Funders for Lesbian & Gay Issues. The *Racial Equity Initiative's* purpose is both local and national. The initiative was created to support LGBTI people of color by building the capacity of their organizations and to improve foundation practices to repair racial inequities while supporting a wide range of social, economic, and gender issues shaping our communities.

The goals of the Delaware Valley Legacy Fund's Racial Equity Initiative Campaign:

1. *To support the leadership and build the capacity of LGBTI people of color and their organizations.* Funders for Lesbian and Gay Issues will stimulate an investment of at least \$15 million in new or reallocated funding for LGBTI communities of color between 2008 and 2010. In December of 2008, DVLF pledged to provide a minimum of \$102,500 of funding to its regional Racial Equity Initiative Campaign.
2. *To encourage a wide array of programmatic responses to repair racial, economic, and gender inequalities.* According to research at Funders for Lesbian and Gay Issues, in 2006, LGBTI communities of color received 9% of all LGBTI dollars granted by foundations in the United States, only totaling \$5.8 million and 234 grants.
3. *To improve the overall region's social, political, spiritual, health, and other affiliated and allied community networks.* Members of the Delaware Valley Legacy Fund Board of Directors, Advisory Council, and the DVLF Grantmaking & Outreach Committee believe that the overall community's fabric is improved and strengthened through implementing a grant initiative that seeks to address disparities in funding. DVLF wants to support and help maintain the community's philanthropic investment in LGBTI communities of color beyond the life of the initiative.