



2020 CHILDREN'S OPPORTUNITY FUND REQUEST FOR PROPOSALS

Release Date: September 25, 2020

Amount Available: Grants of up to \$25,000 are available

To Apply Qualified applicants are invited to submit an application package no later than **4 p.m. Monday, October 26, 2020**. To register, please see details below.

Questions? Please email jmiura@thecommunityfoundation.org with any questions you may have. No phone calls, please.

Building Thriving Communities

In July 2018, the Greater Washington Community Foundation refreshed its community investment focus areas in order to represent the full range of efforts The Community Foundation, its donors, and partners individually and collectively undertake to strengthen the region and create a brighter future for its most vulnerable neighbors.

The Children's Opportunity Fund is an impact initiative of the Greater Washington Community Foundation focused on funding innovation opportunities that close the achievement gap in Montgomery County, Maryland. As a member of the Campaign for Grade Level Reading network, the Children's Opportunity Fund is using a participatory grantmaking process to fund organizations providing direct service, advocating for, or researching literacy skills with children ages birth to 8 and their families.

How to Submit a Proposal

To be considered for funding, proposals must meet all the eligibility and program objective requirements. Once you have reviewed the eligibility requirements, please follow the guidelines and format on the following pages to submit your request. We strongly encourage you to use the sample sentences in the format below to prepare your narrative. This format provides a simple way to share your information with our task force of diverse volunteers interested in closing the achievement gap in Montgomery County, MD. This task force will decide which grant proposals receive funding. All required attachments must be submitted as PDF documents via The Community Foundation's online application system.

Please review the instructions in advance of the deadline to be familiar with The Community Foundation's online application system. Incomplete, emailed, hard copy, and fax applications will NOT be accepted. **The deadline for submission is Monday, October 26, 2020 at 4 p.m.**

Application Timeline

All requests will be reviewed by The Community Foundation's staff and Participatory Grants Committee representatives as applicable. Applicants may receive communication from The Community Foundation as part of the proposal review process. Awards will be announced in the middle of December 2020.

Common Eligibility Requirements

Grants will be awarded to select organizations that meet the following minimum eligibility criteria:

- The applicant (defined as the agency that will receive the grant agreement and funds, if awarded) must have current status as a 501(c)(3) public charity designation. Organizations that have not yet received a 501(c)(3) designation must have a fiscal sponsor to serve as the applicant who meets all eligibility requirements at the time of submission.
- The organization must not be listed on the Office of Foreign Assets Control Specially Designated Nationals list.
- Successful track record (at least two years) of relevant work in Montgomery County, Maryland. Note that nonprofits not located in Montgomery County are eligible to apply if they have a demonstrated track record of serving Montgomery County residents in the time specified.
- The proposed program/project must be conducted within Montgomery County, Maryland.
- The applicant/program must meet one of the program objectives listed in the following section.
- If previous funding has been received from The Community Foundation, the applicant must be current in reporting to The Community Foundation as specified in the grant agreement.
- Organizations have an annual budget of less than \$500,000.
- Organizations serve priority populations of Black, Brown, and low-income students.

Program Objectives:

Priority will be provided to organizations led by people of color and/or focused on areas of early literacy, tutoring, and family supports.

- **Early Literacy:** refers to the development of skills students need in order to transition from learning to read, to reading to learn. These skills include vocabulary, phonics, language, and numeracy. Early literacy gives students the foundation they need in order to learn and grow. Kids who master essential early literacy skills and are reading proficiently by third grade will lead to strong outcomes for the rest of their lives.
- **Tutoring:** providing academic instruction to individuals or small groups outside of the classroom. Tutors receive training to provide students with help to improve educational performance.
- **Family Supports:** building family well-being by intentionally working with children and the adults in their lives is important because if the whole family thrives, then the opportunities for children will increase. This could be parenting classes, two generation programs which work with children and parents, or increasing access to childcare and other out of school time programs.

Award

Grants of up to \$25,000 will be awarded for program support addressing one or more program objectives.

Proposal Template

Answers to all fields below must be provided in the online application form.

I. ORGANIZATION BACKGROUND (Completed Online - No attachment required)

1. Organization name, address, and website
2. Tax exempt/EIN Number
3. Date organization was established
4. Fiscal year (MM/YYYY - MM/YYYY)
5. Please check the organizational budget (current year)
0-\$250,000 \$250,000-\$500,000
6. Organization's mission
7. Name of President or Executive Director and email/phone
8. Please check if the organization's Executive Director is a person of color:
Yes No
9. Please check if the organization currently serves Montgomery County residents:
Yes No
10. Please indicate all Montgomery County zip codes the organization currently serves below:
11. Fiscal Sponsor Organization name, address, Director, and contact email/phone number

REQUEST DETAILS

12. Name of primary contact for this proposal, if other than Executive Director and email/phone
13. Request Date
14. Total Amount Requested (up to \$25,000)
15. Purpose of Request [Limit: 75 words]
16. Estimated number of people to be served by proposed program
17. Is this a new or existing program? [New or Existing]
18. Project Start Date [MM/YYYY]
19. Program End Date [MM/YYYY]
20. Please select the grant category for which you are applying:
 - Research
 - Advocacy
 - Direct service
21. Please select the grant category age group for which you are applying:
 - 0-3 (early childhood)
 - 4-5 (preschool)
 - 5-8 (school age)

II. NARRATIVE (Maximum of 300 words per section using double-spaced, 11 point or higher font, 1" Margins, submitted as a pdf attachment)

Children's Opportunity Fund grant applicants are required to complete a shorter and more standardized narrative document. This format provides a simpler way to share your information with our Participatory Grants Committee. Please use the section headers listed below to answer the questions in less than 300 words. Each section should be presented in paragraph format under each section title. We have included some sample fill in the blank sentences to help you understand exactly what we are looking for in each section.

Please note that you will still be able to attach key additional documents to support your proposal in the next section.

Section 1: Organizational Information (300 words or less)

The background section should introduce the review committee to the applicant. Please:

1. Describe your organization's history, mission, and geography served.
 - a. "Founded in YEAR, ORGANIZATION was established to provide DESCRIPTION OF SERVICES in GEOGRAPHIC AREA SERVED".
 - b. Describe the *length of service in Montgomery County* and how the organization has grown or changed since founding.
 - c. Provide the demographics of who you serve, using percentages % for each race category:
Black or African American, Asian, American Indian and Alaska Native, Hispanic or Latino, White, Two or more races
(<https://www.census.gov/quickfacts/montgomerycountymaryland>)
2. What specific community needs or issues does the organization address?
3. Describe the organization's most important accomplishment(s) and challenges of the past year.
 - a. "ORGANIZATION has accomplished OUTCOME through PROGRAM/STRATEGY."
 - b. "ORGANIZATION was faced with CHALLENGE because of CIRCUMSTANCES. ORGANIZATION addressed this challenge through STRATEGY."
4. Describe the leadership/governance of the organization and their respective roles.
5. Provide a list of the organizations you partner with in Montgomery County.

Section 2: Program Design (300 words or less)

Describe the activities you propose to carry out if selected as a grantee of the Children's Opportunity Fund.

1. How will the grant be used? Describe your request.
 - a. PROGRAM NAME will provide DESCRIPTION OF SERVICES in "GEOGRAPHIC AREA"
 - i. If this is a new program, please describe the rationale for the program's creation and strategy for its sustainability.
 - ii. How will this funding request improve the organization's ability to achieve its programmatic or organizational goals?
 - iii. Is your program/project targeting certain communities within the County?
2. Describe the community need or issue your program will address for early literacy, family supports and/or tutoring, as well as the population you will serve and how they will benefit.
 - a. "PROGRAM NAME aims to serve DESCRIBE POPULATION to address NEED."
 - i. Provide at least one sentence that specifically cites reports or data points regarding the population affected by the issue your program seeks to address.

Section 3: Anticipated Outcomes (300 words or less)

Note: An outcome is essentially a target, something an organization commits to achieving through its efforts and/or interventions. An outcome is not about activity, as in How many we served, but rather is about the changes in an existing situation that were brought about because of the activity of an organization. (Robert M. Penna, Ph.D., The Nonprofit Outcomes Toolbox)

1. Does the program measure outcomes? (Y/N)
2. If yes, describe a minimum of three outcomes (defined as concrete changes) for the grant period and how this request will enable you to accomplish them. Please ensure that the outcomes you describe are specific, measurable, and achievable within the one-year timeframe of the grant, and that the outcomes are relevant to the programmatic area of work your organization is proposing to undertake. Sample outcomes are below— applicants may choose from among these or suggest their own metrics.
 - a. this request will enable PROGRAM to implement STRATEGY to accomplish OUTCOMES.”
 - b. “PROGRAM NAME will help PERCENT of participants to achieve OUTCOME A, PERCENT to achieve OUTCOME B, and PERCENT to achieve OUTCOME C.”
3. What data and methods will you use to determine outcomes and the success of your program?
 - a. “PROGRAM NAME uses METHOD to collect DATA.” (Describe data collected and the connection to outcomes)

Section 4: Project Management (300 words or less)

1. Please include a brief timeline of all proposed grant activities. The activities should coincide with the program start and end date.
2. Who will be directly involved in implementing and/or executing the activities of the program?

III. ATTACHMENTS

Each attachment must be uploaded separately as a PDF document into the online application system. Attachments are required for your application to be considered complete.

Organization Financial Information

If the organization is utilizing a fiscal sponsor, please provide the following from the fiscal sponsor.

Organization Budget Worksheet including Budget vs. Actuals for current and past fiscal years. Please [click here](#) to access the template suggested.

	Organization Funds	Program Funds	Requested Funds
Total revenue			
Salaries (include taxes & insurance)			
Supplies & equipment (office/program operating/postage/printing/marketing)			
Contracted, professional services & administrative expenses (accounting, legal, fundraising, professional development)			
Rent, Utilities, Transportation, Travel			
In-kind expenses (volunteers, donated products/services)			
Other			

1. List of major funders or contributors for current fiscal year including amount of support requested vs. received.
2. *PLEASE PROVIDE A NON-PASSWORD COPY OF THE AUDIT or 990 as we will not be able to open a password-protected or secured document.*

Program Financial Information (Required for all organizations applying including organizations utilizing a fiscal sponsor)

1. A detailed program budget that summarizes revenue and expenses for the grant period. When applicable, please include information on other resources (cash or in-kind) that will be leveraged to provide the services described in your proposal.

Communication Information (Required for all organizations applying)

1. How did your organization learn of this opportunity with the Children's Opportunity Fund?

How to Use the Community Foundation's Online Grant Application System

System Requirements

Applicants must have a functioning Internet connection and one of the following browsers, with cookies enabled: Internet Explorer v7 or higher Firefox v3 or higher.

PLEASE NOTE Safari and Google Chrome are not compatible.

1. To begin your application, cut and paste the link below into your web browser:
https://www.grantrequest.com/SID_5491?SA=SNA&FID=35054
2. If you are new to this grantmaking system, you will be prompted to create an account login with an email and a password. You will need to verify your email in order to continue.
3. Once you have completed creating your account and verified your email, you can access the application form by re-entering the link listed above into your browser.
4. Enter data. As needed, update any organizational information in the fields provided.
5. Upload proposal attachments. The online application system allows you to upload the required proposal attachments.
 - a. Each required attachment must be individually uploaded into the system. Only one document may be uploaded for each required attachment.
 - b. Documents will only be accepted in PDF file format.
 - c. Please do not use special characters (!, @, #, \$, etc.) in the names of these attachments.
6. Save and finish later. At the bottom of any page of the application, you can click Save & Finish Later to save the data entered thus far and return later to complete the application prior to the submission deadline. To access your account and finish your partially completed application click here:
7. https://www.grantrequest.com/SID_5491?SA=SNA&FID=35198
8. Submit your application. Carefully review your application for completeness. Click the submit button to send your application to The Community Foundation. You will receive an email confirming receipt of your application. If you do not receive a confirmation, please check your spam filter/folder.

Proposals that do not include all required elements will not be considered for funding. Proposals that are incomplete will not be reviewed or considered for funding. If you have any questions, contact Jamie Miura at jmiura@thecommunityfoundation.org.