2020 EQUITY FUND REQUEST FOR PROPOSALS

Release Date: October 5, 2020

Amount Available: Grants of up to $25,000 will be awarded

To Apply: Qualified applicants are invited to submit an application package no later than 4 p.m. November 13, 2020

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

Program Overview and Goals

Prince George's County, despite its wealth, remains a tale of two cities - one that is relatively affluent and ready to benefit from economic opportunity; and the other low income, low-skilled, and struggling. Disparities between People of Color and their White counterparts exist on every socio-economic level – education, wages, home ownership, and wealth.

These persistent disparities led to the adoption of The Community Foundation's new focus on equity and economic mobility in Prince George's County and the creation of the Equity Fund. The Community Foundation seeks to eliminate social and economic disparities to help individuals, families or collective groups improve their economic status and ensure that every Prince Georgian is afforded the opportunities necessary to reach their full human potential unencumbered by race or ethnicity.

The focus area for the 2020 Equity Fund grant cycle is workforce equity and economic mobility for low-income people inclusive of people of color and other marginalized or under-represented groups. These grants will help inform our work not only in the way we respond to the issue of equity and economic mobility at The Community Foundation but in our efforts to facilitate real systems change.

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 on the following pages to submit your request. 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 Friday, November 13, 2020 at 4 p.m.

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Application Timeline
All requests will be reviewed by The Community Foundation's staff and Grants Review Committee. Awards will be announced in mid-December 2020.

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

- A 501(c)3 organization or a community organization with an appropriate nonprofit fiscal sponsor.
- Serving adults between the ages of 18-55 in Prince George's County, Maryland.
- The applicant/program must meet one or more of the program objectives listed in the following section.
- Have a demonstrated track record, a minimum of three years, of providing services that support workforce equity, adult employment, and/or economic mobility in Prince George's County.
- The proposed program must be conducted within Prince George's County.
- If previous funding has been received from The Community Foundation, the applicant must be current in its reporting.

You are ineligible to apply if:

- You are an individual, government agency, or government intermediary organization.
- The proposed program does not serve adults that reside in Prince George's County.
- Political, labor, fraternal organizations, or civic clubs.
- The proposed request is for a political campaign or religious program.

Program Objectives
Grants will be awarded to impactful programs working to eliminate social and economic disparities and create pathways to economic success for Prince George's County residents by preparing workers for meaningful employment and ensuring that people who face barriers to employment have access to high-quality education and jobs which pay a family-sustaining wage. The fund will support programs providing effective training, employment, and support for job retention and career advancement, including those that:

- Close racial gaps in employment.

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GREATER
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- Improve workers' career prospects and earnings.
- Connect people with low- income to the training and education they need to obtain a meaningful job and build their careers.
- Help workers obtain the skills that employer's demand and keep up with the changing economy.
- Offer alternative employment pathways, supportive services and life-skills programs that help individuals overcome and remove barriers to employment.

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

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Proposal Template

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

A. Organization Information (Completed Online – No attachment required)

1. Organization's name, address and full contact information
2. Tax exempt status/EIN Number
3. Name of Executive Director and email/phone/fax
4. Name of main contact if other than Executive Director and email/phone/fax
5. Total organizational budget (current year)
6. Fiscal year (MM/YYYY – MM/YYYY)
7. Specific geographic area(s) served by the organization
8. Population(s) currently served
9. Total number of clients the organization/program served in Prince George's County last year
10. Please check all of the geographic area(s) the program will serve:
    ☐PGC District 1 ☐PGC District 2 ☐PGC District 3 ☐PGC District 4 ☐PGC District 5 ☐PGC District 6 ☐PGC District 7 ☐PGC District 8 ☐PGC District 9 ☐ District-wide

B. Proposal Summary

1. Organization's mission
2. Fund for which you are applying (Equity Fund)
3. Total amount requested
4. Time period that the grant will cover
5. Purpose of request (Include: program area, number of individuals, geographic area, and target population benefiting from this grant)

NARRATIVE

A. Organizational Background

1. Briefly describe the organization's history, mission, and goals.
2. Describe the work your organization is engaged in to achieve equity and economic mobility including current major programs and activities?
3. Briefly describe recent organizational accomplishments(s) and challenges.

4. What are the most important lessons you've learned from your work on equity and economic mobility?
5. Briefly describe the organization's sustainability plan and the board's roles in this effort.

B. Purpose of Grant and Program Description

1. What is the purpose of this funding request?
2. What is the issue/need to be addressed and evidence of that need?
3. Describe your target population, include data, and how they will benefit from the program.
4. Describe 3-5 key goals/objectives/outcomes for the grant period and how this request will enable you to accomplish them. Describe how you will achieve these outcomes. Include the numbers of individuals who will benefit from this program
5. Describe how you will evaluate/measure success in achieving the specific outcomes.
6. Outline the specific work plan to accomplish stated goals and measurable objectives, including outreach and recruitment of participants, implementation, and follow-up.
7. List the names and qualifications of key staff and/or volunteers and discuss their involvement in the project.
8. Describe specifically how your organization intends to use the funds requested to carry out the project described in the application.

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.

1. Please click here to access the budget template suggested.
2. A one-page budget narrative that summarizes the revenue and expenses for the program. This narrative should "match" the story told in the program budget.
3. Most recent audit or 990.
4. List of board members.

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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. Application Form. To begin your application, cut and paste the link below into your web browser:
https://www.GrantRequest.com/SID_5491?SA=SNA&FID=35199

2. Create an Account. 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. 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.

3. Enter data. As needed, update any organizational information in the fields provided.

4. 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.

5. 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:
https://www.GrantRequest.com/SID_5491?SA=SNA&FID=35199

6. 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.

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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 Desmirra Quinnonez at dquinnonez@thecommunityfoundation.org