



WOMEN'S GIVING
A L L I A N C E
THE COMMUNITY FOUNDATION

**2016 Request For Proposals
Instructions**

When submitting a Proposal, please follow the instructions carefully. Below are some helpful hints for you to consider as you prepare to submit your application.

PLEASE:

- Read the complete Proposal form before completing
- Complete the Proposal form in its entirety
- Include ALL requested documentation
- Submit your Proposal on or before the deadline - **MARCH 4, 2016**

To complete a Proposal, click on the RFP link or go to the following:

<http://bit.ly/WGARFP2016-2018>

The link will allow you to complete the application and submit it online. All proposals and attachments must be submitted via this link. Once you have completed the form and prior to submitting, you can right click on the form and print a copy for your records. **Please Note:** If you are unable to complete the form in one sitting or there is a break in internet service, you can receive an email link that takes you directly back to your partially completed form. To do this, press "save" at the bottom of the page and provide your email address. Your form will be saved for up to 28 days. (If you cannot find the email, please check your spam folder as this unique link may be there).

If you have any questions, please contact:

Joanne Cohen (jcohen@jaxcf.org)
Vice President, Philanthropic Services
The Community Foundation
245 Riverside Ave., Suite 310
Jacksonville, FL 32202
904.356.4483 (main)

IMPORTANT: ALL ELECTRONIC SUBMISSIONS WILL RECEIVE CONFIRMATION THAT THE APPLICATION HAS BEEN RECEIVED WITHIN 24 HOURS OF SUBMISSION. IF A CONFIRMATION IS NOT RECEIVED, PLEASE CALL TERI CALINAO AT 904.356.4483.

WGA REQUEST FOR PROPOSALS

2016-2018 GRANTS

As a result of the Letter of Interest your nonprofit organization submitted, The Women's Giving Alliance (WGA) invites your organization to submit a full **Proposal** for its 2016-2018 grant cycle.

To be eligible, all proposals must serve clients in one or more of the five counties comprising Northeast Florida (Duval, Nassau, St. Johns, Baker and/or Clay) and focus on improving the mental health of women and/or girls.

The WGA is particularly interested in proposals that:

- Offer a strategic approach to improving the system of care for women and girls
- Are based on research and best practices
- Include strategies for sustainability beyond the funding cycle
- Have the potential for long term impact and, if successful, can be scaled to serve other populations and/or geographical territories
- Include proven evaluation tools and protocols to monitor program outcomes
- Include collaboration and cooperation among nonprofit and community partners
- Focus on prevention and/or effective intervention
- Include creative solutions
- Include gender-responsive, trauma-informed therapy and/or Include trauma-centered integrative/complementary therapies (e.g., massage therapy, movement therapy, meditation and breathing techniques, yoga, art therapy, play therapy, bibliotherapy, music therapy, pet therapy and creative writing)

The grants are for two years and are paid in installments. WGA members will make two or three scheduled visits during the grant cycle to monitor progress. **Important: The WGA funding cycle focus for 2016-2018 is mental health. If WGA changes its focus in the future, renewals will not be an option when the two-year grant expires in 2018. Agencies should plan to secure sustaining funds.**

This letter and the instructions for submitting your Proposal may be found on our website:

www.wganefl.org.

PROPOSAL

GENERAL INFORMATION

Organization Name

Mailing Address

City, State Zip

Telephone

Website

CEO or Executive Director (name, telephone, email)

Contact Person, if different (name, telephone, email)

DESCRIPTION OF THE REQUEST

- Title of program for which the grant is requested
- Amount requested (total amount for both years)
- Two-year budget showing proposed allocation of the grant
- A description of the program for which the grant will be used addressing these areas: (This section is limited to three pages)
 1. Critical mental health need this program will address
 2. Specific objective(s) of the program and how it fits into the agency's overall mission
 3. Anticipated outcomes (how women and/or girls in Northeast Florida will benefit)
 4. Describe how outcomes will be identified and measured
 5. Proposed activities – the steps or actions that will lead to meeting the objective(s)
 6. Number of individuals you expect to serve
 7. Number of times one client will have contact with the program
 8. Demographics of the population you expect to serve (including geographic service area - city, county or specific neighborhoods, socio-economic status, age, race, ethnicity, physical ability, unique/underserved population, language, etc.)
 9. Titles and qualifications of staff who will be responsible for managing and implementing the program (number of full-time staff, paid part-time staff and volunteers)
 10. Experience of the organization in providing this or similar services
 11. Identify any nonprofit or community partners with whom you will collaborate
 12. Plans and/or opportunities for sustaining the program beyond this funding cycle
 13. Identify your biggest challenge(s) or potential obstacle(s) to success implementing this program
 14. Describe any trends and changes that are impacting your agency and its services and how you are responding to these (e.g. client profiles, client needs, access to services, funding, other community services)
 15. Relationships, both formal and informal, with other agencies that work to meet the same needs or provide similar services, and how applicant differs from these other agencies

PLEASE INCLUDE AS ATTACHMENTS (AS INSTRUCTED ON THE PROPOSAL FORM)

1. Most recent audited financial statements and any accompanying management letters; if audited are unavailable, provide financial statements for the most recently completed fiscal year
2. Most recent monthly and year-to-date income statement
3. Most recent monthly balance sheet
4. Most recent operating budget vs. actual income statement for month and year to date (may be included in #2 above)
5. Operating budget vs. actual for the most recent completed fiscal year
6. A list of donors, by year, who have donated over \$25,000 during either of the last two completed fiscal years or the current year
7. List of major sources of revenue which provided greater than 20% of total income for the most recently completed fiscal year, showing the % contributed
8. List of Board of Directors, with their affiliations and length of service
9. Board governance description (e.g. composition, frequency of meetings, committees, financial oversight, strategic planning)
10. Percentage (%) of Board Members who are donors