



Handbags That Help Women's Giving Circle
c/o The Findlay-Hancock County Community Foundation
101 West Sandusky Street, Suite 207
Findlay, OH 45840
419-425-1100 www.community-foundation.com

2018-2019 Request for Proposal

Purpose

Handbags That Help (HTH) is a women's giving circle committed to improving lives throughout the Greater Hancock County community by collectively funding significant grants to charitable projects and programs and increasing philanthropy in our community.

The purpose of HTH is to:

- Cultivate women as informed philanthropic leaders,
- Create a new and substantial pool of money from women,
- Identify appropriate and timely opportunities,
- Allocate funds based on majority preference,
- Accomplish change,
- Celebrate impact, and
- Attain recognition as a "difference maker", a valued and significant resource.

Grant Focus: Building Strong Families

Handbags That Help announced a grant initiative to help improve the lives of individuals living in Hancock County. Proposals are being requested from nonprofit organizations for programs in Hancock County that are focused on Building Strong Families. **The amount available to grant will be announced in September, once all memberships have been received.**

Application Preparation and Deadline

- **Letter of Intent:** Due August 17, 2018 by 4 p.m. Please email the Letter of Intent to Andrea Reinhart at areinhart@community-foundation.com. The grants committee will review the Letters of Intent. The grants committee will then encourage them to fill out a grant proposal or work on some missing components and apply next year.
- **Grant Proposal:** Due October 12, 2018 by 4 p.m. Use 8 ½ x 11 inch paper. Staple proposal and attachments – do not use binders or folders please. The original and five copies of the proposal must be postmarked or delivered to the Findlay-Hancock County Community Foundation.
- **Grant Presentations:** On Friday, November 2, 2018, applicants will be asked to present a brief five-minute explanation to the Grants Committee about each proposal. The meeting will be held at The Family Center at 9 a.m.

Eligibility

Handbags That Help welcomes proposals from non-profit organizations that are tax-exempt under sections 501(c)(3) and 509(a)(1) of the Internal Revenue Code and from governmental agencies serving Hancock County. If you are applying for a grant under another organization's 501(c)(3) status, please submit a written statement from that organization's board president agreeing, on behalf of the board of directors, to act as your organization's fiscal sponsor, to receive grant monies if awarded and to oversee the proposed project.

Grants are normally given as one-time support of a project but may be considered for additional support for expansions or outgrowths of an initial project.

Deliberation

The Handbags That Help Grants Sub-circle will make its recommendation of top proposals for funding to the entire membership of Handbags That Help. At this time, if you are chosen as one of the top proposals, your organization will be asked to present on March 13, 2019. No lobbying or soliciting of Grants Committee members or Handbags That Help members will be permitted.

Reporting Procedures

If the grant proposal is approved, the organization is required to submit a written and oral six-month progress report at the December 2019 Handbags That Help Meeting and a final report at project completion as instructed by the Handbags That Help Grants Committee. Appropriate forms will be provided.

Letter of Intent Instructions

A Letter of Intent to Handbags That Help gives the grant committee the basics of a project on which to evaluate. The questions should be answered in the letter:

- **Who?** Introduction to your agency.
- **What?** Statement of project's goals and objectives. Expected outcomes of project. Please include answers to the following questions:
 - What will be done?
 - What difference will it make?
 - When will changes be seen?
- **When?** Projected timing of grant request.
- **Why?** Description of community need. Support with local statistics.
- **How?** Statement of project approach.
- **How Much?** Estimate of total cost and amount of The Community Foundation request.
- **With Whom?** Explain other funding partners and collaborators. Have they been contacted regarding their interest?

Proposal Instructions

A grant proposal to Handbags That Help will require a two-to-four page statement, signed and dated by the project director and board president (or equivalent). The following format should be used when preparing your proposal:

- A. **HTH Grant Proposal Cover Sheet** (form provided at www.community-foundation.com)
- B. **HTH Grant Proposal Narrative** (two to four pages), addressing each of the following questions:
 - Project Summary*
 - Please describe your project, its relationship to this year's focus on *Building Strong Families* and how it is relative to your organization's mission.
 - Funding*
 - What is the total cost of the project?
 - What amount is requested from Handbags That Help? If the full amount of your request cannot be granted, can your organization accept partial funding and still meet its project goals? Detail the partial funding that would be acceptable, or emphasis that partial funding will not be beneficial.
 - How will requested funds be used?
 - What additional funding sources are needed?
 - Implementation*
 - How will the project be implemented?
 - If the project is intended to continue into the future, what provisions exist to maintain it?
 - Chart the timeline for implementing the project.

Evaluation

- What direct results of activities are necessary to classify the project a success?
- What changes caused by the project are necessary to classify the project as a success?
- What tools will be used to evaluate the project (observation, surveys, interviews, focus groups, pre/post-test, etc.)?

C. **HTH Grant Proposal Budget Form and Budget Narrative** (forms provided at www.community-foundation.com)

D. **Required Attachments:** The following items are required to complete your proposal and must be labeled in the following manner:

- a. Mission Statement and non-discrimination policy
- b. Qualification of project personnel
- c. Current Board Roster with Professional Affiliates
- d. Copy of IRS determination letter establishing 501(c)(3) or 509(a)(1) status (and fiscal sponsor agreement letter, if applicable)
- e. Organization's current annual operating budget
- f. Most recent financial statement (monthly, quarterly, etc.)
- g. Most recent audited financial statement or completed IRS Form 990 (if available)
- h. Most recent Annual Report

HTH will not **typically** fund the following through these proposals:

- Sponsoring or attending conferences.
- Unnecessary duplication of existing services.
- Requests from individuals.
- Ongoing operating expenses.
- Annual appeals or membership dues.
- Fundraising projects or advertisements; endowment; debt reduction.
- Religious organizations for religious purposes.
- Community services such as police and fire protection.
- Travel for individuals or groups when it is the primary focus of the proposal.
- Staff positions for government agencies.
- Stand-alone books, films or videos.
- Computer equipment.
- Medical research.
- Retroactive programs and projects.
- Partisan political advocacy.
- Capital requests or capital campaigns.

Note: It is important to provide ALL requested attachments and label properly. If you have questions regarding the requirements for the grant proposal, please contact the Findlay-Hancock County Community Foundation (419) 425-1100.