



## REQUEST FOR PROPOSALS



### **2012 Regular Grant Cycle** **Deadline: January 31, 2012**

Southern Partners Fund (SPF) is pleased to announce the 2012 Regular Grantmaking Cycle. Throughout our history SPF has remained steadfast in investing into the development of rural communities across the southeast. Now more than ever, it is critically important for us to work with our grantee partners to strengthen our communities and prepare them for the inevitable battles that lie ahead.

Beginning in 2012 and continuing through 2016, SPF will engage with its members, grantees and funder allies to build and implement a Southern Organizing Strategy. This strategy will radiate from a shared vision of building the base of community organizing in the rural South to effectively empower civic participation, public policy, and philanthropic support. To fortify the Southern Organizing Strategy, SPF will link its grant making in three primary areas: voter rights, immigrant rights and education reform. This focus will be complimented with support strategies for capacity building for community organizing, get out the vote resources, and a philanthropic accountability campaign in rural communities across the South.

Please note that while the 2012 regular grant cycle will not be adjusted this year toward the Southern Organizing Strategy, close attention will be given to organizations whose work is focused in one or all of these areas.

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*Ella Baker, Activist Civil Rights Organizer*

*The Southern Partners Fund*

## **COMMITMENT**

SPF was founded in 1998 by a coalition of 18 grassroots community organizers with the belief that it is the birthright of every American to enjoy basic rights, privileges and a quality of life; to be preserved and create a legacy for future generations. SPF serves over 75 rural community groups in 12 of the southeastern United States, including: Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Virginia and West Virginia. These groups represent diverse, disenfranchised people in the south from different racial/ethnic backgrounds and sexual orientations.

### **Our Compassion**

The mission of SPF is to serve rural Southeastern communities and organizations seeking social, economic and environmental justice by providing them with financial resources, technical assistance, training and access to systems of information and power. There are two central ideas embraced in the democratic philanthropy of Southern Partners Fund: compassion and community. Compassion implies an understanding or concern for community members lacking local political power to impact the decisions that affect their lives. Community relates to the things that bring us and hold us together.

### **Our Courage**

SPF has an accomplished history of demonstrating how collective power can act as a force for moving toward social change, by supporting issues such as: labor rights, economic and environmental justice, criminal reform, youth development, education reform, women and girl’s rights; as well as housing and health reform. The rural South includes historically underdeveloped regions with citizens who have lower incomes, low levels of education and are affected by higher disease rates than the rest of the country. These citizens, who are often people of color and poor, and live in isolated tracts that reflect the legacy of slavery; must organize. They must organize to help determine their future and the future for their children.

### **Our Culture**

Using a grassroots perspective, we believe that culture is the essence of its people and should be valued, shared and preserved in the process. We must build our strength and unity by incorporating standards of integrity, respect, love, diversity, quality and interconnectedness.

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## RFP GUIDELINES

All applicants must adhere to the following guidelines:

- The application must be postmarked by January 31, 2012 or received via email by 11:59 p.m. **We will not accept proposals postmarked or emailed after this date. Applications will be accepted via email or by regular mail.**

Please email applications to: [programs@spfund.org](mailto:programs@spfund.org)

**-OR-**

Please mail applications to: The Program Department  
Southern Partners Fund  
1776 Peachtree Street, NW, Suite 200 South Tower  
Atlanta, GA 30309.

- Only nonprofit organizations (with 501(c)3 public charity status), or an emerging organization with fiscal sponsorship from a 501(c)3 organization will be considered.
- Proposals will not be accepted via fax.
- The proposal narrative should not be longer than three pages. **Please do not send any extra materials such as newsletters, videos, articles or annual reports.** While these are wonderful materials, time does not allow for us to adequately incorporate them into our review process.
- The cover sheet must accompany the proposal and all information must be completed.
- Please use paper clips. DO NOT use staples or other types of binders.
- Use the proposal checklist to ensure that all required items are included in your application packet. **We will not consider proposals that do not have all of the required information.**

Questions regarding the guidelines or application process may be addressed to Tamieka A. White, Program Officer, who can be reached at 404-541-9091 x116 or via email at [programs@spfund.org](mailto:programs@spfund.org).

If you would like to receive an application in Spanish, please contact Fernando Cuevas, Jr. at 407-557-5531. *Southern Partners Fund acepta solicitudes en español. También tenemos copias de nuestra solicitud en español. Si necesita una copia, por favor contacte a Fernando Cuevas, Jr. al 407-557-5531.*

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## GENERAL GRANT GUIDELINES

### The Purpose of SPF Grantmaking is to:

- Develop and nurture grassroots community-based leaders and organizers.
- Build the capacity of rural, grassroots community organizing groups and leaders.
- Strengthen rural communities and people.
- Develop equitable peer relationships, which support real transformation toward a just society.

### Who We Fund:

The Southern Partners Fund focuses on rural community organizing in the Southeastern United States; therefore we support organizations in the following states:

Alabama	Kentucky	South Carolina
Arkansas	Louisiana	Tennessee
Florida	Mississippi	Virginia
Georgia	North Carolina	West Virginia

The organizations and projects that we fund strive for progressive fundamental change. These groups must be:

- **Rural community organizing groups in the Southeastern United States,**
- Self-governed by members of the targeted rural population, and
- Organizing on issues of social, economic and environmental justice that enable community members to become decision-makers.

### What We Do Not Fund

- Direct Services - Services provided by a non-profit organization directly to individuals and/or families. To include but not limited to housing, training, or health services
- Capital Improvements - Building and/or land acquisitions
- Legal fees
- Regranting to intermediary organizations
- Urban organizations that strictly serve urban populations

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## **APPLICATION PROCESS**

The Request for Proposals (RFP) is an open process. Potential grantees for this RFP are community-based, nonprofit organizations (with 501(c) 3 public charity status). Southern Partners Fund can support emerging organizations and community-based projects only if they are sponsored by tax-exempt 501(c)3 public charities.

Southern Partners Fund requires all proposals to be submitted either by email, US mail, or by a carrier service with delivery to our headquarters based in Atlanta, GA. The original proposal and attachments must be complete and follow the format established in the RFP outline. Applications must be postmarked by January 31, 2012. **We will not accept proposals postmarked after January 31, 2012.**

All applicants must complete Southern Partners Fund’s application and attach a proposal narrative no longer than three pages. Refer to the section on *Proposal Narrative and Attachments* for more details. Potential applicants are encouraged to call the Southern Partners Fund office to inquire about our focus or to ask questions about the grantmaking process or proposal format.

Applicants may request general operating support or project support. *Organizations with operating budgets over \$500,000 are strongly encouraged to submit a proposal for a specific organizing project.*

The review process often includes a phone interview and/or site visit. Organizations under consideration will be contacted in February by a Grants Committee member to schedule an interview/site visit.

The Grants Committee will meet in April of 2012 to discuss proposals and make grant decisions. During this meeting, the Committee will discuss the material submitted by the applicants and any additional information gathered during site and/or phone visits.

All organizations that are selected for grants must submit final reports. All new organizations that are selected for grants must submit six-month progress reports *and* final reports on the use of the grant, as described in their application. **All outstanding progress reports must be received by SPF before a new request is considered.**

Organizations that have been funded for **5 consecutive** years through the Regular Grants Cycle *are not eligible* for support this year, therefore please do not apply. If your organization is unsure about your status, please contact the Southern Partners Fund office. This policy does not include special initiative cycles.

**Grant awards will range from \$5,000 to \$15,000.**

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### **Proposal Narrative**

The proposal narrative should include the following information and should not be more than 3 pages.

**Please answer each question as listed. For example, list question one, and then follow it with your answer.**

- **Introduction and background of organization**
  1. Briefly describe your organization’s history and major accomplishments. What has changed in the community as a result of your organization’s work?
  2. Describe your current programs and activities.
  3. Who is your constituency (be specific including race, class, gender, ethnicity, age, sexual orientation and people with disabilities)? How they are actively involved in your work and how do they benefit from your organization?
  4. Describe your community.
  
- **Describe your request**
  1. Problem statement: what problems, needs or issues does it address?
  2. If other than general support, describe the project for which you seek funding, why you decided to pursue this project and whether it is a new or ongoing part of your organization.
  3. What are the goals, objectives and activities/strategies involved in this request? Describe your specific activities/strategies using a timeline over the course of this request.
  4. How does your work promote diversity and address inequality, oppression and discrimination within your organization as well as the larger society?
  5. How does your work address and change the underlying or root causes of the problem? What will be different in your community as a result of this request?

### **Attachments**

- **Evaluation:** Briefly describe your plan for evaluating the success of the project or for your organization’s work. What questions will be addressed? Who will be involved in evaluating this work – staff, board, constituents, community, consultants? How will the evaluation results be used?
  
- **Organizational Structure/Administration:** Briefly describe how your organization works and the responsibilities of the board, staff and volunteers. Include information about your membership if it is a membership organization.
  1. Who will be involved in carrying out the plans outlined in this request? Include a brief paragraph summarizing the qualifications of key individuals involved.
  2. How is the board selected, who selects them and how often?

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3. Include an organizational chart showing decision-making structure.
  4. Current Board of Directors List that includes the following demographics: gender, race, connection to organization (community or institutional representative). Please also include board member term limits.
- **Finances:** Please include the following (*refer to Appendix A, B, and C for assistance*)\*\*\*
1. The first five pages of your 990 and your schedule B. (If you are using a fiscal sponsor, we need the sponsor’s Form 990 and schedule B).
  2. Organization’s current income/expense statement (or profit/loss statement)– unaudited is acceptable.
  3. Organization’s current annual operating budget (see attached budget form).
  4. If requesting a grant for project support, please include a project budget.
  5. Projected operating budget for upcoming year. (Your best educated guess)
  6. List of other funding sources for this request. Include amounts and whether received, committed or projected/pending.

**TIME LINE**

Application Deadline	<b>January 31, 2012</b>
Phone Interviews/Site Visits	<b>February 2012</b>
Grants Committee Meeting	<b>April 2012</b>
Notification of Grant Decisions	<b>April 2012</b>
Grant Distribution	<b>May 2012</b>

*For more information on the application process contact:*

Tamieka A. White, Program Officer

Southern Partners Fund

(P) 404-541-9091 ext. 116

(F) 404-541-9097

(E) [programs@spfund.org](mailto:programs@spfund.org)

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## APPENDIX A - SAMPLE BUDGET

You can use this sample budget format to complete your organizational *and/or* project budget. If you already prepare budgets that approximate this format, feel free to submit them in their original form. **If you are submitting a proposal for a specific project, please submit both your overall *organizational budget* and your *project budget*. Please check or indicated in your outline which budget this represents: \_\_\_ Organization Budget \_\_\_ Project Budget Budget for fiscal year beginning: \_\_\_\_\_ and ending \_\_\_\_\_**

INCOME	TOTAL BUDGET	Committed	Pending	SPF Grant Request
Foundation Grants (attach list of grants)	140,000	95,000	25,000	20,000
Government grants and contacts (attach list of grants)	25,000	5,000	20,000	
Corporations/Businesses	15,000	10,000	5,000	
Individual Contributions	5,000	2,500	2,500	
Religious Institutions	500	500		
Payroll Deduction (United Way or other federated fund)	3,000	3,000		
Membership Dues	12,500	7,500	5,000	
Events	5,000	5,000		
Fees for Service	7,500	7,500		
Sales	12,000	12,000		
Other (please specify)				
In-Kind Donations (attach a list of in-kind donations)	5,000	5,000		
<b>TOTAL INCOME</b>	<b>\$230,500</b>	<b>\$153,000</b>	<b>\$57,500</b>	<b>\$20,000</b>
EXPENSES	TOTAL BUDGET	Secured	Pending	SPF Grant Request
Salaries and wages (state if part-time or full-time)				
1 FT Executive Director	52,000	45,000	7,000	
1 FT Organizer	42,000	32,000		10,000
1 PT Administrative Assistant	22,000	17,000		5,000
Fringe benefits	16,600	14,100		2,500
Taxes	15,040	15,040		
<b>Subtotal Personnel</b>	<b>147,640</b>	<b>123,140</b>	<b>7,000</b>	<b>17,500</b>
Consultant/Contract fees	35,000	5,000	27,500	2,500
Audit/Bookkeeper	5,000	3,000	2,000	
Travel	3,000	3,000		
Postage	1,200	1,200		
Copying/Printing	2,500	2,500		
Occupancy	10,000	10,000		
Phone/Fax/Internet	3,000	3,000		
Equipment/Tech Support	10,960	1,000	9,960	
Supplies	500	500		
Publications/Subscriptions	200	200		
Training/Technical Assistance	7,000	2,500	4,500	
In-kind expenses (attach a list of in-kind expenses)	5,000	5,000		
<b>Subtotal Office and Program Expenses</b>	<b>83,360</b>	<b>36,900</b>	<b>43,960</b>	<b>2,500</b>
<b>TOTAL EXPENSES</b>	<b>\$231,000</b>	<b>\$160,040</b>	<b>\$53,460</b>	<b>\$20,000</b>

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## APPENDIX B - BUDGET ATTACHMENT

You can use this sample budget format to itemize your list of foundation and government grants and in-kind items for your organizational *and/or* project budget. **If you are submitting a proposal for a specific project, please submit your budget attachment for foundation and government support and in-kind items for both the overall *organizational budget* and your *project budget*.**

### **Foundation Support**

Big Bucks for Organizing Foundation	\$35,000	Committed
Good Works Community Fund	\$20,000	Committed
Ida and Lewis Kindheart Family Fund	\$15,000	Committed
W.E. Givealott Fund	\$20,000	Committed
Lotta Doe Trust Fund	\$5,000	Committed
Charitable Money Trust	\$25,000	Pending
<u>Southern Partners Fund</u>	<u>\$20,000</u>	<u>Submitted</u>
<b>TOTAL</b>	<b>\$140,000</b>	

### **Government Support**

Arkansas Department of Education	\$15,000	Proposal in Process
U.S. Department of Education	\$5,000	Submitted
<u>City Environmental Protection Agency</u>	<u>\$5,000</u>	<u>Committed</u>
<b>TOTAL</b>	<b>\$25,000</b>	

### **In-Kind Items**

	<b>Donations</b>	<b>Expenses</b>
Fundraising Professional	\$3,600	\$3,600
<u>Pro bono legal services</u>	<u>\$1,400</u>	<u>\$1,400</u>
<b>TOTAL</b>	<b>\$5,000</b>	<b>\$5,000</b>

*\*In-kind donations and expenses must equal each other.*

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## APPENDIX C - HOW TO FORECAST FOUNDATION FUNDING

### Foundation Fundraising Potential Worksheet

#### Very Possible – 75%

Renewal proposal was invited by a funder, Program Officer is advocating for our proposal.

Ida and Lewis Kindheart Family Fund	\$15,000
W.E. Givealott Fund	<u>\$20,000</u>
	\$35,000 x 75% = \$26,250

#### Possible – 50%

Spoke with Program Officer who said we fit their criteria.

Lotta Doe Trust Fund	\$20,000
Southern Partners Fund	<u>\$13,500</u>
	\$33,500 x 50% = \$16,750

#### Possible – 50%

No contact with foundation, but research shows we fit their criteria.

Savya Kidd Foundation	\$30,000
Chevy Foundation	<u>\$25,000</u>
	\$55,000 x 20% = \$11,000

**TOTAL POTENTIAL** **\$54,000**

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## BUDGET WORKSHEET

Please check which budget this represents: \_\_\_ Organization Budget \_\_\_ Project Budget Fiscal Year begins: \_\_\_\_\_ and ends: \_\_\_\_\_

	TOTAL BUDGET	Secured	Pending	SPF Request	Grant
<b>INCOME</b>					
Foundation Grants (attach list of grants)					
Government grants and contacts (attach list of grants)					
Corporations/Businesses					
Individual Contributions					
Board Contributions					
Religious Institutions					
Payroll Deduction (United Way or other federated fund)					
Membership Dues					
Events					
Fees for Service					
Sales					
Other (please specify)					
In-Kind Donations (attach a list of in-kind donations)					
<b>TOTAL INCOME</b>					
<b>EXPENSES</b>	<b>TOTAL BUDGET</b>	<b>Secured</b>	<b>Pending</b>	<b>SPF Request</b>	<b>Grant</b>
Salaries and wages (state if part-time or full-time)					
1 FT Executive Director					
1 FT Organizer					
1 PT Administrative Assistant					
Fringe benefits					
Taxes					
<b>Subtotal Personnel</b>					
Consultant/Contract fees					
Audit/Bookkeeper					
Travel					
Postage					
Copying/Printing					
Occupancy					
Phone/Fax/Internet					
Equipment/Tech Support					
Supplies					
Publications/Subscriptions					
Training/Technical Assistance					
In-kind expenses (attach a list of in-kind expenses)					
<b>Subtotal Office and Program Expenses</b>					
<b>TOTAL EXPENSES</b>					

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## **PROPOSAL CHECKLIST**

Be sure you have included the following information in your application package. Your application must be postmarked by January 31, 2012.

- \_\_\_\_\_ Completed Proposal Coversheet
- \_\_\_\_\_ Proof of 501 (c) 3 status or fiscal sponsorship
- \_\_\_\_\_ Fiscal Sponsorship Letter: If using a fiscal Sponsor include a letter from your fiscal sponsor on their company letterhead that indicates that they take fiduciary responsibility for this grant and also submit a copy of their 501c3 letter.
- \_\_\_\_\_ The first five pages to include the signature page of your 990
- \_\_\_\_\_ A copy of your schedule B
- \_\_\_\_\_ 2011 expense and income or profit/loss statement
- \_\_\_\_\_ Current Organizational Budget, Calendar Year 2012 or Fiscal Year 2011-2012
- \_\_\_\_\_ Calendar Year 2013 or fiscal Year 2013-2014 projected organizational budget
- \_\_\_\_\_ Project budget: If your organization is applying for project support