



The Community Foundation
BOULDER COUNTY

Expanding Leadership Initiative

Request for Proposals 2011/2012 Multicultural Youth Leadership Development DUE BY 5 p.m., Tuesday, October 18, 2011

OVERVIEW

The Expanding Leadership Initiative (ELI) is a program of The Community Foundation and reflects the Foundation's commitment to diversity and inclusivity. ELI's goal is to increase the number of people of color on staff and on boards of nonprofit organizations and to nurture multicultural leadership. The Expanding Leadership Initiative Advisory Committee, comprised of community representatives and Foundation Trustees, will review all proposals and make grant recommendations to the Foundation's Board of Trustees. Proposals are due **Tues., Oct., 18, 2011** and organizations will receive notification of funding by the end of Oct.

FUNDING PRIORITIES

The ELI Advisory Committee seeks proposals from non-profit organizations serving diverse communities to support multicultural youth leadership development. Funding is available in two distinct areas:

Community Impact Multicultural Internships

Three intern stipends of \$2,000 each will be granted to organizations interested in providing learning experiences for youth from communities traditionally underrepresented in the nonprofit sector. The program will provide opportunities for young people, ages 14-21 to participate in structured internships designed to increase their knowledge and ability to lead projects and people and to increase their (and the organization's) understanding of issues affecting multicultural populations. Interns will be paid \$10.00 - \$12.00 per hour. The ELI Advisory Committee will give preference to programs that will employ interns that have not been with their program before. A leadership self-assessment will be required of each intern as well as attendance at periodic trainings and gatherings.

Multicultural Youth Development

One grant of \$3,000 will be made to support leadership development for multicultural youth development (ages 14 -18). Proposed projects should include and address:

- Leadership skill development
- Multicultural/diverse leadership styles
- Community engagement/partnerships

Proposed projects are encouraged but not limited to include scholarships for existing relevant training programs, community and/or non-profit collaborations to address multicultural issues, support for expansion of current multicultural leadership development initiatives

APPLICATION PROCESS

Eligibility and Application Process

Non-profit, governmental or other public groups interested in applying for grants from The Community Trust Fund are invited to submit an application describing the proposed project.

- Projects must meet one funding priority for 2011/2012.
- The Community Foundation accepts proposals for specific projects and programs as well as for unrestricted expenses, capital campaigns, start-up endowments, and technical assistance.

- Applicants can be any non-profit organization with an IRS 501(c)(3) designation or any governmental or public entity. (Groups or organizations that do not have IRS 501(c)(3) designation may only apply in partnership with one of the nonprofit designations listed above.)
- The group or organization applying must provide services or conduct the proposed activities within Boulder County for the benefit of Boulder County residents.
- The Community Foundation Serving Boulder County does not make grants to organizations where grant money from our unrestricted or field of interest funds would be used to further a particular political or religious doctrine.

Application Components, Deadlines, and Instructions for Submission

The Community Foundation uses the Colorado Common Grant Application (CGA) for its Community Trust grants process. The Application consists of the following components, which should be submitted in the order listed below. The checked items below are required for applying for funding from The Community Foundation. Unchecked items may be submitted but will be considered supplemental. The Colorado Common Grants Application, Template, and Users' Guide can be found at <http://www.coloradocommongrantforms.org/CGA/default.htm>

Section I: Cover Letter (one page)

Include the purpose of the grant request and a brief description of how the request fits with The Community Foundation's mission and grant making priorities.

Section II: Summary Sheet Form

Please use the 2-page Colorado Common Grant Application template.

Section III: Narrative

- **Formatting:** Use 12-point font with 1-inch margins and include the HEADING provided for each question. It is not necessary to repeat the text of the questions.
- **Page Limit:**
General Operating Requests: 4-page limit; answer questions 1–3 and 5–11.
Program or Capital Requests: 5-page limit; answer all the questions.
- **Narrative Questions**
 - 1. Organization Background
 - 2. Goals
 - 3. Current Programs
 - 4. Program and Capital Requests Only
 - 5. Evaluation
 - 6. Collaboration
 - 7. Inclusiveness
 - 8. Board/Governance
 - 9. Volunteers
 - 10. Planning
 - 11. Optional

Section IV: Attachments

- **Financial Attachments**
 - 1(a). Organization budget
 - 1(b). Program or capital budget, if applicable
 - 2. Current (year-to-date) financial statements

- 3. Year-end financial statements, audit and Sources of Income Table
- 4. Major contributors
- 5. In-kind contributions
- 6. Explanation of items in financial attachments, if applicable

• **Other Attachments**

- 7. Board of directors list
- 8. Proof of IRS federal tax-exempt status, dated within the last five years
- 9. Anti-discrimination statement adopted by the board of directors
- 10. Key staff
- 11. Annual report, if available
- 12. Evaluation results (optional): Provide the organization's most recent evaluation results, relevant to this request.

• **Additional Attachments for Organizations Using a Fiscal Agent/Fiscal Sponsor**

- 1. The memorandum of understanding or the contract between the organization and the fiscal agent/fiscal sponsor.
- 2. Proof of IRS federal tax-exempt status for the fiscal agent/fiscal sponsor, dated within the last five years.

Section V: Community Foundation Additional Attachments

Diversity Chart Assessment

Organizations applying for funding through any grant cycles of The Community Foundation are required to submit a Diversity Chart as part of the funding application. This information will be used to track changes in demographics within Boulder County organizations. Only aggregate information will be available to the public; individual organization reporting will be kept internal at The Community Foundation. www.commfound.org/communityleadership/eli/diversitychart.xls
Please submit your diversity matrix to us in its original excel format.

- Progress Report** - If you received a Community Foundation grant in 2011 or if you received funding under the ELI program last year, please submit a report of your progress to date. Without it, your proposal will not be considered. <http://commfound.org/grants/grantreportform.php>

Please submit your proposal electronically in PDF format to application@commfound.org . Please submit your diversity matrix to us in its original Excel format. You will receive a return email confirming that your materials have been received. If electronic PDF submission is not possible for you, or if you have any questions regarding your proposal, please contact:

Elvira Ramos, Director of Programs
Elvira@commfound.org

OR Missy Carrier, Grants Administrator
Missy@commfound.org

Thank you for your time and effort in completing this application!