

MEMORANDUM

To: Executive Directors/Development Directors
From: Nat Chioke Williams, Executive Director
Date: March 15, 2019
Re: **Hill-Snowdon Foundation Fund for DC Small Grant Fund**

Beginning in 2016, Hill-Snowdon Foundation designated a separate **Fund for DC Small Grants Fund** for our Fund for DC grassroots partners. HSF has set aside a portion of this program's funds for our Fund for DC grassroots partners to have exclusive use of them towards projects that would've fallen under our Opportunity Fund or Capacity Building Fund grant categories in the past. The total amount of funds available is not enough for all Fund for DC groups to receive a small grant each year, but the ratio of number of groups competing versus the available funds is now better for our Fund for DC groups than for the groups in our other program areas. Please let us know if you have any questions or concerns about this change.

In summary, guidelines for Fund for DC Small Grants Fund small grants are as follows:

- *In support of projects that would fall under our Opportunity Fund or regular Capacity Building Fund guidelines (see following sections for more detail);*
- *Proposals are accepted on a rolling basis;*
- *Grants are made on a first-come-first-served basis until the funds are depleted;*
- *Maximum grant size is \$5,000¹ per organization;*
- *Fund for DC groups may only receive one small grant per calendar year; and*
- *Be sure to contact us before submitting an application.*

Please note that in recent years we implemented some changes to our Small Grants Fund.

- **Higher priority (including larger grant sizes) will be given to groups who have received fewer Small Grants in the past.** Conversely, lower priority (including smaller grant sizes) will be given to groups who have received Small Grants more often in the past. The Small Grants program has limited funds, and we want to make sure that all of our partners have an opportunity to benefit from it. However, we encourage all our grassroots partners to submit requests as needed, and to apply sooner rather than later in the calendar year when small grant funds are diminished.
- **Computer or technology upgrade requests will only be considered for unanticipated technology needs for an organizing campaign (e.g., membership database) or in the event of a catastrophic loss.** We will not support routine technology or computer upgrades or upgrades for general use (e.g, a member computer lab).
- **If additional information is requested by HSF staff as follow-up to the initial proposal, groups have two months to submit the additional information.** If the information is not submitted within the two month timeframe, the request will be declined.

¹ Please make every effort to calculate actual costs, rather than general requests for the full \$5,000.

Opportunity Fund

Current recipients of Hill-Snowdon Foundation grants may apply for small grants for unanticipated costs, special opportunities, or unexpected urgent needs including:

- **Learning and reflection opportunities.** Support for exchanges and collaboration among organizations to reflect and learn from each other's work and campaigns.
- **Travel to Conferences and meetings.** Support to go to one (unanticipated) conference or meeting per year per organization. Support for the same conference in two consecutive years will not be considered.
- **Unexpected or Urgent Needs.** Examples of urgent or unexpected needs might include costs related to a new campaign or program, an unanticipated move, cash-flow emergencies, additional research needs.

Capacity Building Fund

The Foundation also offers small grants for technical assistance (i.e., organizational, campaign, and program development). Examples include performing a strategic plan, staff and board development and trainings, fundraising consultation/training, updating by-laws, evaluation and documentation of a specific campaign or program. We will not provide support for activities already covered by an organization's general support grant, such as salaries, overhead or capital needs. **If applying to hire consultants, please have them already identified before submitting an application.**

Application

To apply for Fund for DC Small Grant funds, please submit ***no more than a two-page letter*** outlining the request that should include:

- Name and contact information
- Date of previous Hill-Snowdon grant
- Purpose of the grant from the Small Grants Fund
- How did the need/opportunity arise?
- How does this need/opportunity support the organization's general work?
- What are the goals and projected outcomes of the request?
- What is the projected timeline for the project?
- What will the organization do if it does not receive this grant?
- Potential and confirmed alternative sources of support, and
- Requested amount and budget for the requested amount

If the request is for consulting services, please also submit a bio for the consultant who has been selected.

Online Submission Process

We have a new online grant application in 2019 via Blackbaud Grantmaking. **Applications to the Hill-Snowdon Opportunity OR Capacity Building Fund must be submitted via our online grant application.** To access the application, please use the link provided in the email you received with this RFP.

Blackbaud Grantmaking will ask you to set up a user name and password. If you have one already that you use with another funder, you may use the same login for HSF applications. If you do not have one, follow the link to the RFP, and you will see a link on the sign in screen to set up a new account. Please keep track of your user name and password. HSF can reset your password, but we cannot resend your password to you. If any of the contacts with your organization have changed, please let us know so that we can transfer access to your organization's account to any new people. Questions regarding the online grant application can be directed to grants@hillsnowdon.org or to Christine Harris or Erin Morris via phone at (202) 833-8600.

Deadlines

We process the requests monthly, and all requests received by the 15th of any given month will be processed that month. Requests received after the 15th of the month will be processed in the following month. On average, staff issue grants 4-6 weeks after they are received. Again, we encourage you to discuss your request with staff before you submit a proposal.

We accept applications on an on-going basis. If you have any questions, please contact Shona Chakravartty or Nat Williams at (202) 833-8600 or grants@hillsnowdon.org.

Reporting

A brief report is **due upon completion of the project or one year after the date of the grant agreement letter**, whichever comes first. If your organization is awarded a small grant, a **Small Grants Report Form** will accompany your grant award letter. Additional report forms can also be downloaded from the partners area of our website at www.hillsnowdon.org or can be requested by email to grants@hillsnowdon.org. Instructions for how to upload the form to our grants system will be included in the grant award letter. If an organization received a small grant in the previous year, the Foundation will NOT issue a new small grant until after the receipt of a report on the earlier effort.