

MEMORANDUM

TO: HSF Grassroots Partners
FROM: Nat Chioke Williams, Executive Director, Hill-Snowdon Foundation
DATE: May 9, 2019
RE: **Request for Proposals for the Fall 2019 Funding Cycle of the Hill-Snowdon Foundation Fund for DC**

Deadline for Full Proposals: Monday, June 17, 2019

The Hill-Snowdon Foundation (HSF) is pleased to announce our Fall 2019 RFP. Your organization is invited to submit a proposal under the Fund for DC Program Area. Please find attached the Hill-Snowdon Grant Application.

Submission Process

We have a new online grant application in 2019 via Blackbaud Grantmaking. Applications 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 since you will use it for all future applications as well as submission of signed grant agreements and reports. 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.

Funding Priorities and Criteria

The Hill-Snowdon Foundation (HSF) is soliciting proposals for its Fund for DC Program from community-based organizations in the District of Columbia that work to increase the ability of low-income residents to influence neighborhood, institutional and/or policy-level decisions that impact their families and communities. The long-term goal of the Fund for DC is to stimulate and promote a culture of empowerment and the practice of residents led decision-making at all levels of DC civic and civil society. Priority will be given to community-based organizations that:

- are located and do work in the District of Columbia;
- are constituent-led organizations that work directly with low-income, people of color who are residents of the District of Columbia;
- have a process for building a base of members and leaders, and engages them in structured and regular leadership development activities;
- have clear and well-developed goals and objectives for effecting change on an institutional, systems, community, and/or citywide level;
- work effectively in collaboration with other DC organizations; and
- employ a racial justice analysis in building relationships between diverse communities.

Grant awards range in size from \$20,000 to \$30,000, but the average grant size is \$30,000.

*Please note that we do **not** accept unsolicited proposals. HSF does **not** fund advocacy, media, publications, research nor social service programs that do not have an organizing component.*

Full proposals must be received by 5:00 PM EST via our online grant application on Monday, June 17, 2019. We will not accept proposals past this deadline. Grant decisions will be made and applicants will be informed by November 2019. If you have any questions concerning this request, please contact Nat Williams, at 202-833-8600 or nwilliams@hillsnowdon.org. Also, we are interested in hearing how you feel we could improve on this process.

Good luck and we look forward to learning more about your work.

**HILL SNOWDON FOUNDATION
2019 FUND FOR DC GRANT APPLICATION**

I. NARRATIVE

For **NEW GROUPS** (*skip if you are a returning group*)

- A. Please provide a brief history and description of your organization, including major strategies you employ and any recent accomplishments.**

For **ALL GROUPS**

A. Context

In the past year, briefly describe the major political, social and economic factors that affected your constituents and your work.

B. Goals/Objectives/Progress

1. Please list your organization's or project's goals from the **current** year.
2. List and describe the progress and challenges toward meeting these goals.
3. What are your goals, objectives and activities/strategies for the coming year?
(please be specific)

C. Community Organizing Capacity Building

Please identify your top two needs in relation to strengthening the organization's community organizing capacity and answer the following questions:

1. Why are these your two most important community organizing capacity building needs and how have these issues impacted or limited your work?
2. What have you done to try to address these needs?
3. What specific support and/or resources do you currently need to best address these needs?
4. What other non-organizing related capacity building needs do you have?

D. Critical Strategic Questions for Your Organization

In addition to a report on your work, it would be helpful to us to understand a little more about the critical issues or questions that you face in your work and how you go about addressing them. This would deepen our understanding of the issues facing your organization as well as allow us to help other organizations that might be facing similar issues.

Please take a moment to reflect on some of the major critical or strategic questions that faced your organization or your constituency in the past year. Please choose one and answer the following questions:

1. What was the question or issue you faced and how did it arise (please be as detailed as possible)?
2. Why was this a major question or issue for your organization and what implications did it have for your work?
3. Were there any major lessons that you think are important to share with HSF and/or other groups similar to your organization?

D. Organizational Capacity

1. What is your membership and leader base (please be specific about the number of each)?
2. How many current full-time, part-time staff and volunteers are working with your organization? Please indicate the racial and gender composition of your staff.
3. Provide a list of your board of directors, and also indicate their racial and gender affiliation.
4. Please list any major staff, board or leader changes in the past year.
5. Did you raise your budget for your last fiscal year? If yes, did you have sufficient resources to support your work? If not, how did you meet the shortfall?

II. ATTACHMENTS/REQUIREMENTS (saved as individual files for upload into our online grant application)

A. Finances

1. Most recent, completed full year organizational financial statement (expenses, revenue and balance sheet), audited, if available.
2. Organization's current annual operating budget (2019).
3. Projected operating budget for upcoming year (2020).
4. List individually other funding sources for this request. Include amounts and whether received, committed, or projected/pending.
5. If your organization does not have 501(c)(3) status, please submit a signed fiscal sponsorship agreement.

C. Other Supporting Material (Please be selective: Send materials that are applicable to your project request.)

1. Letters of support/commitment (*optional*) (up to three).
2. Recent newsletter, articles, newspaper clippings, evaluations, or reviews (up to 3).
3. Recent annual report.