



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

2011-2012 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 is announcing 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 with an emphasis on Youth and Young Adult Wellness (up to age 25) related to issues of mentoring, suicide prevention, eating disorders, gangs, pregnancy, poverty, and other mental and physical health topics.. Grant funds may be awarded as a single grant of **\$37,716** or as multiple grants totaling up to **\$37,716**

Application Preparation and Deadline

Use 8 ½ x 11 inch paper. Staple proposal and attachments – do not use binders or folders please. The original and 3 copies of the proposal must be postmarked or delivered to the office of The Findlay-Hancock County Community Foundation; 101 W Sandusky Street, Suite 207, Findlay, Ohio; no later than 4:00PM December 15, 2011. **On December 16, 2011, applicants will be asked to present a 5 minute brief to the Grants Committee on your proposal. The meeting will be held at the Family Center beginning at 9:30.**

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 14, 2012. 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 2012 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.

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 emphasize 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 Marie Swaisgood at the Findlay-Hancock County Community Foundation 419-425-1100.