



**2010  
GENERAL CYCLE GRANT APPLICATION  
GUIDELINES AND PROCEDURES**

***Applications Due: Monday, March 15, 2010***

*Equity Foundation builds communities that advance the dignity and worth of all people.  
Equity Foundation promotes philanthropy and positive interaction by granting funds to  
organizations that work to eradicate prejudice against gender and sexual minorities and  
people from other diverse communities.*



## **2010 GENERAL CYCLE GRANT APPLICATION GUIDELINES AND PROCEDURES**

**Submission deadline: Monday, March 15, 2010**

***Completed applications may either be received at the Equity Foundation office or postmarked by 5:00 p.m., March 15, 2010.*** The grant applications may be hand delivered or sent by courier to Equity Foundation's office at 620 SW 5<sup>th</sup> AVE, Suite 800, Portland, Oregon 97204 during the hours of 9:00 a.m. to 5:00 p.m. You may mail your application to Equity Foundation at P.O. Box 5696, Portland, Oregon 97228-5696. Please provide three unstapled copies of the proposal.

If you have any questions or would like technical assistance, feel free to contact Joey Kerns, Grants and Events Director at 503-231-5759 x203 or [joeyk@equityfoundation.org](mailto:joeyk@equityfoundation.org).

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In 1989, members of Oregon's LGBTIQQ community who were concerned about the ignorance, fear, and divisiveness in society, created Equity Foundation and began to change our world. Since its inception, Equity Foundation has distributed more than \$3 million in grants throughout Oregon and Southwest Washington to programs that work to build communities that embrace the dignity and worth of all people. During the 2009 General Grant Cycle, Equity Foundation awarded 18 grants ranging in size from \$1,000 to \$5,000 with a median grant of \$1,500. Grants above \$2,000 are very rare.

### **GENERAL ELIGIBILITY REQUIREMENTS**

- Eligible organizations must either have a 501(c)(3) non-profit tax status or be an accredited non-profit educational institution. Start-up organizations may also be eligible if they are affiliated with an organization that has a 501(c)(3) tax status that will assume responsibility for administering all funds received and expended.
- Equity Foundation will not approve grants to individuals or for the following purposes: endowment funds; capital campaigns; physical plants; annual fund drives; political organizations or campaigns.
- To be eligible for funding, projects or programs must be directly relevant to Equity Foundation's mission of building communities that embrace the dignity and worth of all people.
- Organizations or projects must operate within Oregon and/or benefit Oregonians. Organizations from Southwest Washington serving residents of the Portland metropolitan area are eligible to apply.

## TYPES OF PROJECTS FUNDED

- Equity Foundation makes grants to organizations that advance positive interaction and understanding of people who are lesbian, gay, bisexual, intersex, transgender, queer, and questioning (LGBTIQQ) into the broader community and/or that promote healthy human interactions. Through its grantmaking, Equity Foundation seeks to:
  - support small/start-up or emerging organizations that are often isolated from traditional funding sources
  - support organizations that serve the LGBTIQQ community as well as those that include people who are LGBTIQQ and members of other diverse communities
  - reach underserved groups
  - fund statewide
  - raise visibility in the larger community and the LGBTIQQ community
  - promote leadership and help frame policy and the debate over issues impacting diverse communities
  - fund projects with measurable outcomes, which may include projects that build organizational capacity or fund operations

## GRANTING PRIORITIES/CATEGORIES:

Equity Foundation has revised and expanded its granting categories for the 2010 grant cycle. Grants will be awarded in the following categories:

- **Civil Rights:** awarded to groups working to advance the civil rights of gender and sexual minorities and other marginalized groups whose members include people who are lesbian, gay, bisexual, intersex, transgender, queer or questioning. Projects designed to address inequality and injustices, education and advocacy, leadership development, and capacity building initiatives are also included in this category.
- **Cultural Rights:** We believe the full diversity of the human race enriches and strengthens our communities, and support projects that include and/or focus on sexual and gender minorities. Equity Foundation seeks to provide funding to projects that work at the intersection of issues, such as racial equity community workshops focused on internalized homophobia, films and documentaries with a focus on sexual and gender minority communities, or theatre works that include portrayal of individuals who are sexual or gender minorities.
- **Social Rights:** All individuals have the need for food, shelter and health care. Equity Foundation funds projects that help people live independently and with respect and dignity. As part of Equity Foundation's commitment to equity, we encourage applications from projects working at the intersection of issues, such as projects focused on health access for people who are transgender, inclusive housing projects and other programs targeted to improving the quality of life.
- **Economic Rights:** Individuals have the right to education and employment. As part of our commitment to equity, Equity Foundation seeks to provide funding to projects focused on the intersection of issues, such as projects that address racial and gender equity in education and employment. Grantees working to prevent bullying and harassment in the schools so that all students have a safe environment in which to learn, are included in this category.
- **Housing for People with HIV or AIDS:** The Paul D. Higgins Housing Fund was created through the estate of Paul D. Higgins, in 2004. Equity Foundation will periodically award grants through this Fund, to support housing for people with HIV or AIDS and for supportive services designed to help people with HIV or AIDS maintain their housing and live as independently as possible.

## APPROVAL PROCESS

Equity Foundation's Regional Granting Committees throughout the state review proposals, request additional information when required, and if time permits, conduct pre-award site visits as deemed necessary. The Granting Committees make recommendations to the Board of Directors, which reviews and makes all final decisions on funding. Grant decisions will be announced in late April 2010 and grants will be awarded once contracts are signed.

## GRANT APPLICATION INSTRUCTIONS

1. Please type, or print neatly in dark ink. Illegible and/or incomplete applications will not be considered. Use a font that is no smaller than 10 point and margins that are larger than .5".
2. Please send the original plus two copies, unstapled (total of 3) of the Grant Application Coversheet and the Grant Proposal. Double sided is acceptable. *A separate cover letter may be submitted but is not required.* Submit three copies of all requested attachments. If you are using a fiscal agent, we must have their 501(c)(3) letter of determination and Form 990. The project budget does not need to come from the fiscal agent.
3. If you received funding from a General Cycle Grant in 2009, please provide a progress report that outlines how Equity Foundation funds were, or are being, used. A Report Form can be found at [www.equityfoundation.org](http://www.equityfoundation.org) on the Grantmaking page.
4. If you are affiliated with an agency that will act as a fiscal agent, please include a letter from that agency on its letterhead and signed by an authorized representative of the agency, which defines your relationship with that agency.
4. You must sign the Certification of Accuracy and Non-Discrimination. If you have a fiscal agent, an authorized representative of the fiscal agent must also sign the Certification of Accuracy and Non-Discrimination.
6. ***Completed applications may either be received at the Equity Foundation office or postmarked by 5:00 p.m., Monday, March 15, 2010.*** Grant applications may be hand delivered or sent by courier to the Equity Foundation office at 620 SW 5<sup>th</sup> AVE, Suite 800, Portland, Oregon 97204 during the hours of 9:00 a.m. to 5:00 p.m. Applications may also be mailed to Equity Foundation at PO Box 5696, Portland, Oregon 97228-5696.

**For more information or for technical assistance, contact Joey Kerns, Grants and Events Director at 503-231-5759 x203 or [joeyk@equityfoundation.org](mailto:joeyk@equityfoundation.org).**

# EQUITY FOUNDATION 2010 GENERAL CYCLE GRANT APPLICATION COVER SHEET

*(Submit the unstapled original plus two copies)*

## Applicant Organization Information

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Telephone                      Best time to call

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Website

## Fiscal Agent Information (if applicable)

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City/State/Zip Code

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Telephone                      Best time to call

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Website

IRS Tax Exempt Number (of applicant or fiscal agent) \_\_\_\_\_

Project or Program Title \_\_\_\_\_

Amount Requested \_\_\_\_\_ Project Duration (in months) \_\_\_\_\_

Total Project Expenses (if applicable) \_\_\_\_\_

Total Annual Organizational Expenses \_\_\_\_\_

This project fits best in the following Equity Foundation granting category (Choose one):

\_\_\_\_\_ **Higgins Housing Fund for PWHIV/PWAIDS**

\_\_\_\_\_ **Civil Rights**

\_\_\_\_\_ **Cultural Rights**

\_\_\_\_\_ **Social Rights**

\_\_\_\_\_ **Economic Rights**

Is your organization registered with the Attorney General of Oregon (Justice Department) as a charitable corporation and/or with the Oregon Secretary of State as a non-profit organization?  Yes  No

If not, please state exemption: \_\_\_\_\_

**INCOME SOURCES** (as percent of total)

Fiscal year \_\_\_\_\_ to \_\_\_\_\_

Corporate/Foundation Grants _____%	Individual Contributions _____%
Fees/Earned Income _____%	Membership _____%
Government:	Special Events _____%
Federal _____%	United Way _____%
State _____%	Workplace Campaigns (non-UW) _____%
County _____%	Other _____%
City _____%	100%

**BOARD DIVERSITY**

Total Board Members \_\_\_\_\_

Race: Provide categories and percentages as reported and tracked by your agency; e.g.:

African American _____%	Asian American/Pacific Islander _____%
Hispanic/Latino/a _____%	White _____%
Native American _____%	Multiracial/Biracial _____%
Arab/Iranian _____%	Other _____%

Gender Composition: Provide categories and percentages as reported and tracked by your agency:

\_\_\_\_\_

Sexual Orientation: Provide categories and percentages as reported and tracked by your agency:

\_\_\_\_\_

**STAFF DIVERSITY**

Total Staff \_\_\_\_\_

Race: Provide percentages as reported and tracked by your agency; e.g.:

African American _____%	Asian American/Pacific Islander _____%
Hispanic/Latino/a _____%	White _____%
Native American _____%	Multiracial/Biracial _____%
Arab/Iranian _____%	Other _____%

Gender Composition: Provide categories and percentages as reported and tracked by your agency:

\_\_\_\_\_

Sexual Orientation: Provide categories and percentages as reported and tracked by your agency:

\_\_\_\_\_

**Proposal Summary.** Describe the project/program for which you seek funding. Specifically describe how Equity Foundation's funding will be used. Limit yourself to not more than one page.

**CERTIFICATION OF ACCURACY AND NON-DISCRIMINATION**

I hereby certify that the information included in this application is true and correct. I further certify that this organization and/or fiscal agent does not discriminate on the basis of race, creed, national origin, religion, marital status, age, mental or physical disability, gender, gender identity, sex, sexual orientation or source of income in its employment practices, selecting Board members, selecting students or in accepting clients for its services or products.

Applicant Organization \_\_\_\_\_

Signature of Authorized Officer \_\_\_\_\_ Date \_\_\_\_\_

Name and Title \_\_\_\_\_

Fiscal Agent Organization (*if applicable*) \_\_\_\_\_

Signature of Fiscal Agent (*if applicable*) \_\_\_\_\_ Date \_\_\_\_\_

Name and Title \_\_\_\_\_

# EQUITY FOUNDATION

## 2010 GENERAL CYCLE GRANT PROPOSAL

*(Submit unstapled original plus two copies)*

Please answer the following two questions, limiting yourself to no more than four (4) total pages. This does not include the two-page Grant Application Cover Sheet or the attachments.

### 1. Applicant Organization Background

Please include organizational mission statement and purpose; organizational qualifications; brief history of accomplishments; governance; area and population served. If this is a collaborative project, describe the lead agency and its relation to others involved.

### 2. Proposal Details

- a. Describe the project or program for which funds are being sought.
- b. Identify the needs and how the proposal addresses identified needs.
- c. State projected goals, objectives, timeline, and anticipated impact.
- d. Describe who will be doing the work and their qualifications (staff and/or volunteers).
- e. Describe the people who will benefit from the proposal (numbers, age, etc.).
- f. Describe what geographic area will be served by the project.
- g. List two ways your organization can measure the effectiveness of the program or project.
- h. Explain how the project or program furthers Equity Foundation's mission.
- i. Describe anything else about your organization or project you think is relevant to this proposal.
- j. Describe what you will do if your project is funded at a lower level than your request.

**Grant recipients agree to provide financial accounting for funded projects/programs and are required to submit a written report at the completion of their project/program. For a downloadable report form, please visit [www.equityfoundation.org](http://www.equityfoundation.org)**

### ATTACHMENTS CHECKLIST

Please include three (3) unstapled copies of each of the following (double sided is acceptable):

- 1. IRS Letter of Determination of tax exemption under Section 501(c)(3) of the Internal Revenue Code. If you are utilizing a fiscal agent, please include a copy of their Letter of Determination and a letter from that agency on its letterhead and signed by an authorized representative of the agency, which defines your relationship with that agency.
- 2. List of current Board members with affiliations.
- 3. List of key organizational staff of the project, including titles.
- 4. Non-Discrimination Policy. If you are utilizing a fiscal agent, please include a copy of their Non-Discrimination Policy.
- 5. Most recent IRS Form 990 (if applicable). If your organization did not complete a 990, provide year-end financial statement. If you are utilizing a fiscal agent, please include a copy of their Form 990.
- 6. Current year operating budget. If you are utilizing a fiscal agent, please include a copy of their operating budget.
- 7. Detailed budget for the project for which funds are being sought.
- 8. If the project for which you are seeking funds is a collaborative project with other agencies, include letters or other documentation from the collaborating agencies.
- 9. If you received an Equity Foundation General Cycle Grant award in 2009 include a report form. The report form can be found at [www.equityfoundation.org/grantmaking.htm](http://www.equityfoundation.org/grantmaking.htm) at the bottom of the page.

**For technical assistance, contact Joey Kerns, Grants and Events Director at 503-231-5759 x203 or [joeyk@equityfoundation.org](mailto:joeyk@equityfoundation.org).**