

ECLIPSe

Request For Proposals **Grant Guidelines**

ECLIPSe (**Emerging Community Leaders Investing in Philanthropic Service**) is a local youth grantmaking council that funds high quality youth-driven service learning projects in Hancock County.

ECLIPSe members are trained to understand the structure and function of non-profit organizations, the concept of philanthropy, how to evaluate community needs, raise funds, award grants, evaluate their impact, and educate the community about service learning.

What types of Projects will be funded?

A total of \$2,500 is available to assist with the enhancement or implementation of youth-driven **service learning** projects. Listed below are examples of community issues or needs that ECLIPSe has identified. **Grant proposals that address community needs, other than those listed below, will also be considered.**

- Drug, alcohol, or tobacco abuse
- Illiteracy
- Eating disorders/body image/child obesity
- Low self-esteem
- Positive, structured activities for youth
- Rape awareness
- Mentoring
- Teen role-modeling
- Discrimination of any form

Why should you apply?

ECLIPSe has identified the above community needs and wishes to promote positive youth action in addressing these needs.

Who is eligible to apply?

To be eligible for these grant funds, you must be a non-profit community- or school-based organization with 501(c)(3) status that has been in existence for at least one year. A community-based organization is defined as a private, non-profit organization (including community foundations and religious or government entities) that is representative of a community, or a significant segment of the community, and is engaged in meeting human, educational, environmental, or public safety community needs. A school-based organization is defined as a Local Education Agency or Institution of Higher Learning.

What is the grant proposal criteria?

- ECLIPSe requires that the projects or programs be coordinated solely by or in partnership with local youth;
- Projects or programs funded must directly benefit local youth;

- The application must be signed by the Administrator, Executive Director, President, Principal, etc. of the non-profit community- or school-based organization, the adult advisor and youth leader;
- All questions on the application must be thoroughly answered; and
- All materials listed as Attachments on the application must be included.

**** Funds must be used to promote or expand SERVICE LEARNING**

programming. Service learning is a teaching methodology engaging K-16 youth in which:

- The participants learn and develop skills through active planning and involvement in an organized service project(s) which meets established human, educational, environmental, or public safety need(s) of their community, and civic responsibility is fostered;
- The service project is coordinated with one or more community-based organization(s), a national, state, or local service program (e.g., Scouts, 4-H, AmeriCorps, VISTA, etc.), and/or an elementary or secondary school or institution of higher education;
- The service project is integrated into and enhances the participants' academic curriculum or the educational components of the community-based program in which they are enrolled or partnering with; and
- The participants are provided with structured time to reflect on and synthesize the learning gleaned from their service experience.

**** To find out more about service learning and examples of service learning, please refer to the following websites:**

www.servicelearning.org
www.learnandserve.org
www.seanetonline.org
www.nylc.org
www.learningindeed.org

www.service-learningpartnership.org
www.poweroffive.org
www.ecs.org
www.ysa.org

Additional information on Service Learning and Service Learning Project Development is available locally by contacting Kimberly Bash at 425-1100 or kbash@community-foundation.com.

**** PLEASE MAKE SURE THAT YOUR PROJECT ADDRESSES ALL OF THE REQUIRED COMPONENTS OF A QUALITY SERVICE LEARNING PROJECT!**

Funds may be used for expenses associated with efforts to promote and support community/school-based service learning programming, such as:

- Project staff time;
- Office supplies or expenses;
- Participant recruitment;
- Hosting meetings;
- Project promotion, supplies, and materials;

- Training and related supplies and materials;
- Associated transportation costs; and
- Project evaluation.

Funds may **not** be used to:

- Pay any stipend, allowance or other financial support to any program participant, except reimbursement for transportation, meals and other reasonable out-of-pocket expenses directly related to their involvement in the program;
- Pay Administrative Costs (**SEE ATTACHED DEFINITION**);
- Purchase Equipment (over \$5,000 is considered equipment and under \$5,000 is considered supplies);
- Supplant state or local public funds;
- Provide religious instruction, conduct worship services or engage in any form of proselytization;
- Assist, promote, or deter union organizing;
- Finance, directly or indirectly, any activity designed to influence the outcome of an election to any public office;
- Pay direct or indirect costs related to fund-raising activities; or
- Impair existing contracts for services or collective bargaining agreements.

When are Proposals due?

Proposals are due no later than **4:00 p.m. on October 9, 2009** to:

Kimberly Bash, Program Officer

The Findlay-Hancock County Community Foundation

101 W. Sandusky Street, Suite 207

Findlay, Ohio 45840

Phone: (419) 425-1100

****** Proposals must be received by the above date and time. Faxed proposals will not be accepted.**

Grant Process:

ECLIPSe will review all applications and contact potential grantees to schedule interviews.

Interviews will take place on November 2, 2009.

ECLIPSe
Request For Proposal
Application

Date: _____

Name of Youth Program Requesting Funds: _____

Name of Non-Profit Organization: _____

Youth Contact Person: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-mail: _____

Non-Profit Organization Administrator: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

E-mail: _____

Adult Advisor: _____

Address: _____

City, State, Zip: _____

Phone: _____

E-mail: _____

Non-Profit Organizational Mission: _____

Amount of Request: _____

Total Project Cost: _____

Purpose of Grant: _____

*** Funding Sources: ECLIPSe Fundraisers and United Way of Hancock County Youth Campaign

Project Description and Budget Information

Project Description (three pages maximum): The description should include the following information as applicable:

- Project description and goal(s)
- Issue area addressed
- Number of youth impacted
- Who will benefit from the use of these funds?
- How will they benefit?
- Project timeline
- Youth involvement in Project planning
- Evaluation plan- including hoped for outcomes and how the outcomes will be measured
- If total Project cost is greater than amount requested, describe the plan for raising the remaining balance of funds
- Is this a one-time only Project? If not, describe how you will fund the continuation of this Project
- Names of Project collaborators/partners
- How the Project meets the criteria of a high quality youth-driven service learning project

Budget Description (one page maximum): Include a line item Project budget and budget narrative. It is recommended that ECLIPSe not be the only source of funding for your Project. Think creatively about other partners and sources of funding (in-kind or cash) you can include in the budget to support your Project. **Please contact Kimberly Bash at 419-425-1100 if you have questions concerning matching funds.**

Required Attachments:

- Internal Revenue Service 501(C)(3) designation (If you are a school, please provide your Federal ID number)
- Total non-profit organizational budget (If you are a school, please disregard)
- Current annual report or a brief statement of your organization's most recent activities
- A list of current board members
- Current audit or financial statement of your operating budget or a copy of the organization's latest 990 information. If you do not have one, list the provisions you have made for an independent audit of your project's expenses.
- The organization's affirmative action policy or statement of non-discrimination

- Job descriptions and resumes of your project personnel
- If you are a United Way of Hancock County Partner Agency in good standing, you may omit items 1-6 as long as current information is on file with the United Way

Submission Instructions (applications are due by 4:00 p.m. on October 9, 2009)

Submit 2 hard copies of the complete proposal (Application, Project Description, and Budget Description). You only need to submit 1 hard copy of the Required Attachments. Please, also submit the complete proposal and as many parts of the Required Attachments as possible on either a CD or disk or as an email attachment.

**Deliver to: Kimberly Bash, Program Officer
The Findlay-Hancock County Community Foundation
101 W. Sandusky Street, Suite 207
Findlay, Ohio 45840
Phone: (419) 425-1100**

*** Faxed proposals will not be accepted

Signature of Adult Advisor

Signature of Youth Applicant

Signature of Non-Profit Organization Administrator

**ECLIPSe
Request for Proposals
Definition of Administrative Costs**

*** **Administrative Costs may not be paid by grant funds**

ECLIPSe defines Administrative Costs as follows:

Administrative Costs means general or centralized expenses of overall administration of an organization that receives ECLIPSe funds and does not include particular Program or Project costs. For organizations that have an established indirect cost rate for federal awards, administrative costs means those costs that are included in the organization's indirect cost rate. Such costs are generally identified with the organization's overall operation and are further described in OMB Circulars A-21, A-87, and A-122. For organizations that do not have an established indirect cost rate for federal awards, **administrative costs include:**

- Costs for financial, accounting, auditing, contracting, or general legal services except in unusual cases where they are specifically approved in writing by the Corporation as program costs;
- Costs for internal evaluation, including overall organizational management improvement costs (except for independent and internal evaluations of the Program or Project evaluations that are specifically related to creative methods of quality improvement); and
- Costs for general liability insurance that protects the organization(s) responsible for operating a Program or Project, other than insurance costs solely attributable to the Program or Project.

Administrative Costs, may, also, include that portion of salaries and benefits of the Program's Director and other administrative staff not attributable to the time spent in support of a specific Program or Project. The principles that pertain to the allocation and documentation of personnel costs are stated in the OMB circulars that are incorporated in Corporation regulations [45 CFR 2541.220(b)].

Administrative Costs generally do not include the following allowable expenses directly related to a Program or Project (including their operations and objectives), such as:

- Costs for staff (including salary, benefits, training, and travel) who recruit, train, place, or supervise participants or who develop materials used in such activities, if the purpose is for a specific Program or Project objective;
- Costs for independent evaluations and any internal evaluations of the Program or Project that are related specifically to creative methods of quality improvement;
- Costs, excluding those already covered in an organization's indirect cost rate, attributable to staff that work in a direct Program or Project support, operational, or oversight capacity, including, but not limited to: support staff whose functions directly support Program or Project activities; staff who coordinate and facilitate single or multi-site Program or Project activities; and staff who review, disseminate, and implement ECLIPSe guidance and policies directly related to a Program or Project;
- Space, facility, and communication costs that primarily support Program or Project operations, excluding those costs that are already covered by an organization's indirect cost rate; and
- Other allowable costs, excluding those costs that are already covered by an organization's indirect cost rate, specifically approved by ECLIPSe as directly attributable to a Program or Project.