



Women's Giving Fund 2017 Grant Guidelines & Application

Park City Community Foundation (PCCF) is committed to strengthening our community through collaborative giving and action.

Our business practices and decisions are led by our values:

Partnership – answering community needs by convening donors, nonprofits and other partners

Professionalism – creating a culture of data-driven decision-making, performing in an efficient and transparent manner to validate the trust of our donors, our partners and the community

Leadership – proactively addressing community issues by providing vision, inspiration and ideas

Innovation – elevating the community through thoughtful initiatives and strategic risk-taking

The mission of PCCF's Park City Women's Giving Fund (WGF) is Park City women supporting other Summit County women and children in need through endowed, high impact philanthropy. WGF will use earned income from the WGF endowment to fund an annual high impact grant that supports women and/or children in need in Summit County, Utah. A high impact project is one that can provide measurable outcomes that are transformative in the way they change lives, alter a community, or address a root issue, rather than acting as a temporary solution. Impact may vary based on a nonprofit's size. Collaboration within the community is encouraged.

GUIDELINES

In addition to creating high impact, applicants must meet the following criteria:

- Qualify as a 501(c)(3) nonprofit organization
- Serve women and/or children of Summit County
- Demonstrate need with relevant data and facts
- Demonstrate attainable goals and objectives, which include a timeline for implementation
- Demonstrate an ability to measure and evaluate the program/project and communicate its outcomes to the WGF membership if awarded the grant

Applicants without 501(c)(3) status, but which have applied to the IRS for such status, may apply. Receipt letter from the IRS of application is required at time of application to Park City Community Foundation. Applicants without 501(c)(3) status, but which are operating under an organization qualified as a 501(c)(3) organization, may apply separately if they have their own advisory board and have the written consent of the qualified organization. In that case, the application must contain a letter of agreement between the two organizations, which sets forth the responsibilities of each organization.

Grants may support program/project costs, capital projects and equipment, consulting services, matching funds, technical assistance, and joint requests from multiple applicants (collaborations).

Current Restrictions

Grants will not be awarded for debt reductions or retiring past operating deficits; sponsorships, dinners, or one-time events; unrestricted or general operating support; fellowships or other grants to individuals; loans; litigation; political or marketing campaigns; endowment funds; graduate and post-graduate research; or for purposes that further political or religious doctrine.

One grantee will be chosen per year. A recipient cannot reapply as the primary grantee for three years after the year they received the grant. Finalist applications will be posted on our website for all members to access.

WGF Grant Amount

The 2017 WGF Grant award amount will be approximately \$25,000 - \$30,000. PCCF's Board of Directors will annually set the amount for the grant. Funding can be awarded in one year, but disbursed over 1-3 years depending on outcomes achieved. Funds must be used within 3 years of receiving the grant.

Grant Process and Timeline 2017

- January 2: Grant application process opens
- January 5, 3:30pm: Open meeting (attendance optional) for prospective applicants, Room 133 (next to the DMV), Richins Building, 1885 W. Ute Blvd, Park City, UT 84098
- February 9: Application deadline
- March 15: Semifinalists selected
- April 3-5: Site visits to semifinalists
- April 20: Finalists selected
- June 5-19: WGF member voting
- July (date TBD): Announce grant recipient at grant award celebration
- January 2018: Evaluation – six-month check-in
- July 2018: Evaluation – brief presentation at grant award event

Staff

PCCF staff processes and prepares the grant applications for review by the WGF Grants Committee and Board of Directors. They serve and assist the WGF Grants Committee, but do not vote on committee matters. (Staff who are also WGF members may participate in the all-member voting to choose the final grant awardee.) After grants are awarded, PCCF staff, board members, and/or donors will participate in the monitoring and evaluation process of all grant projects and programs through site visits.

Grants Committee

The Grants Committee is composed of nine women and girls selected from the Women's Giving Fund membership. The committee evaluates the grant applications, and with the Board of Directors' approval, recommends three finalists to the whole WGF membership for a vote.

Board of Directors

PCCF's Board of Directors consists of up to 30 members who meet four times a year. Grant requests are reviewed by the Board and final action is taken on the recommendation made by the Grants Committee. To learn more about our Board, visit parkcitycf.org/about-us/board-of-directors/.

REVIEW CRITERIA

The WGF Grants Committee will use the following criteria to review applications. These criteria are not exclusive, and the Committee and Board of Directors reserve the right to use their own best judgment when making grant awards.

Needs Assessment and Potential Impact

Indicator (either of the following):

- Applicant demonstrates program/project addresses a significant community need for women and/or children.
- Or: Applicant demonstrates the project/program contributes to a vibrant and unique community that benefits women and/or children.

Strategically Planned Approach

Indicators:

- Goals, objectives, activities/services, and timeline reflect the applicant's ability to conceptualize the specific project and offer a realistic plan for its completion
- The project/program will either be complete at the end of the grant period or has a sound financial and programmatic strategy for continuing operations beyond the grant period

Significant Results & Benefits

Indicator:

- Plan to measure and evaluate project/program outcomes (quantitative and/or qualitative) is well articulated

Organizational Capacity & Staff Qualifications

Indicators:

- Well-run, financially sound organization, with 100% board financial support
- Strong community support for organization and projects (e.g., diversity of funding sources, community resources, volunteers, number of diverse participants in the program/project, inclusion of local residents on the board)
- Effective and efficient delivery of program services
- History of collaboration and partnership; works in concert with other entities, including nonprofits, for-profits, and government
- Qualified, experienced staff, stable management, diverse source of revenues, evidence of good stewardship of funds

Project/Program Budget

Indicators:

- Budget reasonableness, demonstrates that WGF grant funds are necessary and will be spent primarily on programs and services, leverages other funds/funding sources, has plan for sustainability

APPLICATION REQUIREMENTS

1. Concise one-paragraph summary of the grant request.
2. Grant narrative (no more than 2,000 words) that may discuss the following items:
 - Demonstration of need, challenge, or community issue
 - Description of the proposed project, program, or solution; estimated inputs (staff, time, resources, and materials)
 - Explanation of targeted beneficiaries
 - Projected results and outcomes
 - Post-grant plans
3. Specific project/program budget for the use of WGF grant funds.
4. Information regarding the percentage of board members who contribute financially to your organization.
5. In addition to the narrative, please include:
 - List of board members
 - 2016 organizational budget versus actual
 - 2017 organizational budget
 - 2016 cash flow report (if available)
 - Most recent IRS form 990
 - Utah Charitable Solicitation permitIf any of these documents are posted on your website, you may include a link.
6. Applying organizations should verify that their nonprofit directory listing is up to date by referring to our website:
<http://parkcitycf.org/supporting-nonprofits/nonprofit-directory/>
If needed, an updated listing should be submitted with the application.

Email your application by Thursday, February 9, 2017, to Ollie Wilder, Programs Manager, at ollie@parkcitycf.org.

Questions? Please don't hesitate to contact Ollie Wilder at 435-214-7475.

Appendix A

Publicity Guidelines

As a recipient of a grant from Park City Community Foundation, it is important to PCCF, our donors, and the community that the grantee publicizes and recognizes the philanthropic support that a grantee receives.

PCCF requires the following of grant recipients:

- 1) Grantee agrees that a notice will be included in all announcements, promotional and other appropriate material stating: "This [activity/event/organization] is supported by a grant from Park City Community Foundation's Women's Giving Fund."
- 2) Grantee agrees to include Park City Community Foundation's Women's Giving Fund logo in all brochures, notices, signs, and plaques that recognize funders at events or on facilities. Please contact staff for a copy of the logo.