

The Children and Family Legacy Fund 2016 Grant Cycle



Contact:

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Request for Proposals

The Children and Family Legacy Fund

Program Objectives	The purpose of the Children and Family Legacy Fund is to provide support to a designated group of organizations providing services and programming addressing the following program areas: Stable Homes Stable Families, Foster Care and Adoption, and Academic and Career Success.															
Eligibility	Your organization is eligible to apply if: <ol style="list-style-type: none"> 1. The organization is a 501(c)(3) public charity. 2. The organization was designated for funding by the originator of the Children and Family Legacy Fund, the former Freddie Mac Foundation. 3. The organization submitted a completed RFP to the Community Foundation for consideration, and complies with the Community Foundation's due diligence requirements. 															
Grants Available	All organizations designated to request funding from the Children and Family Legacy Fund were provided: <ul style="list-style-type: none"> • The designated maximum grant request amount. • The designated programming for which funding can be requested. 															
RFP Informational Presentation	The RFP Informational Presentation provides an overview of The Community Foundation's application and submission process. The RFP Informational Presentation is available at www.childrenfamilylegacy.org. All applicants are encouraged to view the Informational Presentation.															
Outcomes Funding Webinar	The Outcomes Funding Webinar provides technical assistance on the Outcomes Funding Framework and application, which is the chosen framework for the Children and Family Legacy Fund. Two Outcomes Funding Webinars will be held, see below for the dates and times. All applicants are encouraged to participate in one Outcomes Funding Webinar. <p>Thursday June, 2, 2016 10:30AM Wednesday August 17, 2016 10:30AM To register for an Outcomes Funding Webinar access www.childrenfamilylegacy.org.</p>															
Application Deadlines and Notification	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Previous Grant Period END DATE</th> <th style="text-align: center;">Submission Date</th> <th style="text-align: center;">Expected Notification Date</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">July 14, 2016</td> <td style="text-align: center;">Monday June 13, 2016 (4:00pm)</td> <td style="text-align: center;">August 2016</td> </tr> <tr> <td style="text-align: center;">September 21, 2016</td> <td style="text-align: center;">Friday August 5, 2016 (4:00pm)</td> <td style="text-align: center;">September 2016</td> </tr> <tr> <td style="text-align: center;">November 30, 2016</td> <td style="text-align: center;">Friday October 14, 2016 (4:00pm)</td> <td style="text-align: center;">December 2016</td> </tr> <tr> <td style="text-align: center;">January 19, 2017</td> <td style="text-align: center;">Monday December 5, 2016 (4:00pm)</td> <td style="text-align: center;">February 2017</td> </tr> </tbody> </table>	Previous Grant Period END DATE	Submission Date	Expected Notification Date	July 14, 2016	Monday June 13, 2016 (4:00pm)	August 2016	September 21, 2016	Friday August 5, 2016 (4:00pm)	September 2016	November 30, 2016	Friday October 14, 2016 (4:00pm)	December 2016	January 19, 2017	Monday December 5, 2016 (4:00pm)	February 2017
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Questions and Contact	Please direct all questions to Alicia Reid, Philanthropic Services Officer, areid@cfncr.org . All information regarding the Children and Family Legacy Fund is available at www.childrenfamilylegacy.org .															

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FUND OVERVIEW

Established by the Freddie Mac Foundation in 2013, the **Children and Family Legacy Fund** provides support to a designated group of organizations providing services and programming addressing the following program areas: **Stable Homes Stable Families, Foster Care and Adoption, and Academic and Career Success**. The Community Foundation for the National Capital Region is the administrator of this fund, and therefore facilitating the fund's grantmaking efforts until 2016. Please note only organizations designated by the former Freddie Mac Foundation are eligible to apply for funding through the Children and Family Legacy Fund.

The Children and Family Legacy Fund's grantmaking efforts will be implemented using the Outcomes Funding Framework, established by the former Freddie Mac Foundation. The former Freddie Mac Foundation identified a set of outcomes that comprised the core of its grantmaking strategy and provided direction for grantseekers. The Children and Family Legacy Fund will continue to use these outcomes as defined below. For general operating support, all programs must meet at least one or more of these outcomes.

OUTCOMES

1. Homeless families achieve stability and transition to permanent housing with the assistance of support services
2. Vulnerable families who are living in permanent housing and participating in resident services improve their personal and financial stability.
3. Low-income families at-risk of losing their homes maintain their rental housing and improve their personal and financial stability.
4. Foster children grow up in permanent, stable, loving families.
5. Foster youth have the life skills required to live independently, have a connection to a caring adult and are living in stable housing.
6. Preschool children in low-income communities are prepared to be successful in school.
7. Children and youth in low-income communities demonstrate improved academic success.
8. Young people from low-income communities enter college or career training programs.

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BASIC ELIGIBILITY

Your organization is eligible to apply if:

1. The organization is a 501(c)(3) public charity.
2. The organization was designated to apply for funding by the originator of the Children and Family Legacy Fund, the former Freddie Mac Foundation.
3. The organization submitted a completed RFP to the Community Foundation for consideration, and complies with the Community Foundation's due diligence requirements.

The Children and Family Legacy Fund will not fund organizations that discriminate in the provision of services or in employment practices based on race, color, religion, ethnicity, sex, age, national origin, disability, sexual orientation, marital status, and any other characteristics protected by applicable law. This policy does not prohibit funding of programs that meet specific needs of populations based on gender, age, disability, ethnicity or national origin.

APPLICATION DEADLINES AND NOTIFICATION

Your organization's application submission and expected funding decision notification dates, are based upon the end date of your previous Children and Family Legacy Fund grant period. Please see below for the schedule of application submission and expected funding decision notification dates.

Previous Grant Period END DATE	Submission Date	Expected Funding Decision Notification Date
July 14, 2016	Monday June 13, 2016 (4:00pm)	August 2016
September 21, 2016	Friday August 5, 2016 (4:00pm)	September 2016
November 30, 2016	Friday October 14, 2016 (4:00pm)	December 2016
January 19, 2017	Monday December 5, 2016 (4:00pm)	February 2017

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APPLICATION SUBMISSION INSTRUCTIONS

All applications must be submitted through The Community Foundation's online grant application system. **Submissions WILL NOT BE ACCEPTED via fax, mail, or e-mail.** Please see **Appendix A: How To Use The Community Foundation's Online Grant Application System** for application submission instructions.

PRESENTATION AND WEBINARS

The **RFP Informational Presentation** provides an overview of The Community Foundation's application and submission process. All applicants are encouraged to view the RFP Informational Presentation. The RFP Informational Presentation is available at **www.childrenfamilylegacy.org**.

The **Outcomes Funding Webinar** provides technical assistance on the Outcomes Funding Framework and application, which is the chosen framework for the Children and Family Legacy Fund. Two Outcomes Funding Webinars will be held, see below for the dates and times. All applicants are encouraged to participate in one Outcomes Funding Webinar.

Thursday June 2, 2016 10:30AM

Wednesday August 17, 2016 10:30AM

To register for an Outcomes Funding Webinar access **www.childrenfamilylegacy.org**.

CONTACT

Please direct all questions to Alicia Reid, Philanthropic Services Officer, **areid@cfncr.org**. All information regarding the Children and Family Legacy Fund is available at **www.childrenfamilylegacy.org**.

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GRANT PROPOSAL GUIDELINES AND REQUIRED DOCUMENTS AND ATTACHMENTS

This section provides an overview of all the materials to be included in your application submission.

Proposals submitted with missing or incomplete documents WILL NOT be considered for funding. For your convenience, an **application checklist** is included in **Appendix B**. This checklist is to assist you with organizing your application. This form does not need to be submitted as a part of your application.

Please note ALL application materials must be uploaded and submitted as a PDF document through the online application system. Please see Appendix A for a list of PDF conversion software, and instructions for uploading and submitting application materials through the online application system.

TEN-MONTH REPORTING

You will begin your application by providing progress reporting reflecting your organization's efforts during the first ten months of your previous Children and Family Legacy Fund grant period.

Ten-Month reporting will consist of the following:

- 1. Grant Summary - What We Learned Financial and Additional Information Report**
- 2. Ten-Month Budget vs. Actual Financial Statement**

Please see below for a chart indicating the applicable ten-month reporting period, which is based on your previous Children and Family Legacy Fund grant period start date.

Previous Grant Period START DATE	Ten-Month Reporting Period
July 15, 2015	July 15, 2015 – May 15, 2016
September 22, 2015	September 22, 2015 – July 22, 2016
December 1, 2015	December 1, 2015 – September 30, 2016
January 20, 2016	January 20, 2016 – November 20, 2016

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GRANT SUMMARY – WHAT WE LEARNED FINANCIAL AND ADDITIONAL INFORMATION

The **Grant Summary - What We Learned Financial and Additional Information Report** must be completed using a template document. The document is available for download at www.childrenfamilylegacy.org. A completed copy of the Grant Summary – What We Learned Financial and Additional Information Report should be uploaded and submitted (in PDF format) through the online application system. Please see Appendix A for upload and submission instructions.

The Grant Summary - What We Learned Financial and Additional Information Report will require the following:

1. Foundation Outcome(s) your grant addressed. This should include the Foundation Outcome(s) indicated in your organization’s previous Children and Family Legacy Fund grant application.
2. Targets defined in your proposal. This should include the targets defined in your organization’s previous Children and Family Legacy Fund grant application (specifically the Summary Chart).
3. A brief statement of the results achieved (including number of children and families that reached the target).
4. How you verified your participant's results.
5. Learned results from your organization’s work and programming during the ten months of the previous grant period.
6. Unexpended Grants Funds at 10 months – Enter the amount of unexpended grant funds that remain at the end of the 10-month grant period. Please enter \$0.00 if all funds will be expended.
7. Projected Unexpended Grant Funds – Enter the amount of grant funds you expect to be unexpended at the end of the grant period. Please enter \$0.00 if all funds will be expended.

If more than one target was set, please select two on which to report. One should be a target your organization was successful in meeting and the other, if applicable, should be a target your organization did not meet. Enter the first selected target in the field under Target #1 below and answer the questions that follow. Then enter the second target in the field under Target #2, if applicable, answering the same questions.

If only one target was set, please enter your target and answer the questions in the field under Target #1.

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TEN-MONTH BUDGET VS. ACTUAL

The Ten-Month Budget vs. Actual financial statement should reflect **ALL budget and actual line items for both revenue and expenses, for the first ten months of the previous Children and Family Legacy Fund grant period.**

For **project support grants**, provide a financial statement showing budget versus actual revenue and expenses for the project, for the first ten months of the previous Children and Family Legacy Fund grant period.

For **general operating support grants**, provide a financial statement showing budget versus actual revenue and expenses for the organization, for the first ten months of the previous Children and Family Legacy Fund grant period.

A completed copy of the Ten-Month Budget vs. Actual financial statement should be uploaded and submitted (in PDF format) through the online application system. **Please see Appendix A for upload and submission instructions.**

The Ten-Month Budget vs. Actual must include the following:

1. For **project support grants**, provide a title indicating the name of the project and the ten-month reporting period.
2. For **general operating support grants**, provide a title indicating 'General Operating' and the ten-month reporting period.
3. Budget Revenue line items.
4. Actual Revenue line items.
5. Budget Expense line items.
6. Actual Expense line items.
7. Variance between Actual and Budget line items. Please include an explanation for major variances between budget and actual line items.
8. If applicable line items and/or notation indicating the coverage of a deficit.

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REQUEST FOR FUNDING

NARRATIVE

The Narrative must be completed using a template document. The document is available for download at www.childrenfamilylegacy.org. The Narrative forms the basis of your request for funding. The Narrative will consist of the following sections: **Background**, **Participants**, and **Request Information**.

SUMMARY CHART

The Summary Chart must be completed using a template document. The document is available for download at www.childrenfamilylegacy.org. The Summary Chart will consist of your **outcomes, targets, verification, project steps, milestones and dates**.

ATTACHMENTS

All applicants must submit the attachments listed below and must include all of the requested information. **Proposals submitted with missing or incomplete documents or attachments will not be considered for funding.**

1. A copy of the **organization leader's resume**.
2. List of **board members and directors** with:
 - Terms.
 - Occupation.
 - Place of employment.
 - Racial/ethnic and gender demographic information (**Required; organizations may provide aggregate information or by individual**).
 - Description of your organization's commitment to diversity of board and staff members.

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3. **Current Fiscal Year Organizational Budget vs. Actual** for both revenue and expenses that must include the following:
 - All Budget Revenue line items.
 - All Actual Revenue line items.
 - All Budget Expense line items.
 - All Actual Expense line items.
 - Include an explanation for major variances between budget and actual line items.
 - Include explanation for deficits. Specifically how deficits will be covered. If your organization will be utilizing reserves to cover deficits, also indicate the balance of your organization's reserves.
 - If applicable, line items and/or notation indicating the coverage of a deficit.

4. **Previous Fiscal Year Organizational Budget vs. Actual** for both revenue and expenses that must include the following:
 - All Budget Revenue line items.
 - All Actual Revenue line items.
 - All Budget Expense line items.
 - All Actual Expense line items.
 - Include an explanation for major variances between budget and actual line items.
 - Include explanation for deficits. Specifically how deficits will be covered. If your organization will be utilizing reserves to cover deficits, also indicate the balance of your organization's reserves.
 - If applicable, line items and/or notation indicating the coverage of a deficit.

5. **List of major funders**
 - Indicate name of funder.
 - Indicate amount received for each funder.
 - Specify if amount is collected, committed, or projected.

6. **Comparative organizational balance sheet** for 2014 vs. 2015.

7. Most recent audited financial statements (include auditor's management letter) or provide pages 1-6 of most recent IRS Form-990. **Audited financial statements should not pre-date 2014. PLEASE PROVIDE A NON-PASSWORD PROTECTED COPY OF THE AUDIT.** The Community Foundation **WILL NOT ACCEPT** a password-protected document. Your organization's application will not be considered for funding if the document cannot be viewed.

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8. Applications **designated for general operating support** must submit a **Proposed General Operating Grant Budget**, using a template document. The document is available for download at www.childrenfamilylegacy.org.
9. Applications **designated for a specific project** must submit a **Proposed Project Grant Budget**, using a template document. The document is available for download at www.childrenfamilylegacy.org.

Please review the instructions for navigating the budget template document before completing the document. The instructions are located on the first sheet of the budget template document.

The Proposed General Operating Grant Budget and the Proposed Project Grant Budget should indicate revenue and expenses for the applicable new grant period. See table below for expected new Children and Family Legacy grant period, which is based on your previous Children and Family Legacy Fund grant period end date.

Previous Grant Period END DATE	Expected New Grant Period
July 14, 2016	September 1, 2016 – August 30, 2017
September 21, 2016	October 1, 2016 – September 30, 2017
November 30, 2016	January 1, 2017 – December 31, 2017
January 19, 2017	March 1, 2017 – February 28, 2018

10. A 1-page budget narrative. The budget narrative should explain the Proposed General Operating Grant Budget or the Proposed Project Grant Budget. Specifically describe how costs and allocations were deciphered, the justification behind them, and unusual line items.
11. Any letters of commitment or agreement from partners and/or key collaborators and supporters.

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APPENDIX A: HOW TO USE THE COMMUNITY FOUNDATION'S ONLINE GRANT APPLICATION SYSTEM

System Requirements

Applicants must have a functioning Internet connection and one of the following browsers, with cookies enabled: **Internet Explorer v7 or higher, Firefox v3 or higher**

Google Chrome should NOT be used to access the online application system, due to compatibility issues.

To start a **new application**, click on this link: https://www.GrantRequest.com/SID_966?SA=SNA&FID=35154

Please note, **if you already started an online application** and wish to return to your account to view and finish it, please click on the following link instead: https://www.grantrequest.com/SID_966/?SA=AM

APPLICATION PROCESS

1. **Application Form.** Click on the following link to access the online application form:

https://www.GrantRequest.com/SID_966?SA=SNA&FID=35154

2. **Create an Account.** Creating an account allows you to save and continue working on an application. ALL new applicants must create an account. Only an email address is needed to create an account. Please write down your password for future use.
3. **Enter Data.** Enter your organization's contact information into the online application form.
4. **Upload Proposal and Attachments.** The next page of the online application system allows you to upload the required proposal and attachments. Each document on the checklist must be individually uploaded into the system and properly labeled. Documents will only be accepted in PDF file format.

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5. **Save & Finish Later.** At the bottom of any page of the application, you can click Save & Finish Later to save the data entered thus far and return later to complete the application prior to the submission deadline. To access your account and finish your partially completed application click here:

https://www.grantrequest.com/SID_966/?SA=AM

6. **Submit your application.** Carefully review your application for completeness. Click the submit button to send your application to The Community Foundation. You will receive an email confirming receipt of your application. **Please check your spam filter then contact us if you do not receive a confirmation.**

PDF CONVERSION SOFTWARE

Please note all application materials must be submitted as PDF documents. The list below contains some of the PDF conversion software available, many of which are free or very inexpensive. The Community Foundation does not endorse any particular software.

If you must use a document scanner to create a PDF, please ensure that the resulting file is easy-to-read. Illegible applications will not be considered.

When naming your file, please do not use special characters (such as /, *,% , etc.) or spaces in the file names. Such files are unrecognizable as PDFs to some systems.

- PDFcreator: <http://docupub.com>
- Primopdf: www.primopdf.com/
- CutePDF: <http://www.cutepdf.com>

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APPENDIX B: APPLICATION CHECKLIST

	RFP Informational Presentation (encouraged)
	Outcomes Funding Webinar (encouraged)
	Grant Summary - What We Learned Financial and Additional Information Report (required for all applications)
	Ten-Month Reporting – Budget vs. Actual Financial Statement, reflecting ALL budget and actual line items for both revenue and expenses, for the first ten months of the previous Children and Family Legacy Fund grant period (required for all applications)
	Narrative (required for all applications)
	Summary Chart (required for all applications)
	Organizational Leader’s Resume (required for all applications)
	List of board members (required for all applications)
	Current fiscal year: Organizational budget v. actual, for both revenue and expenses (required for all applications)
	Previous fiscal year: Organizational budget v. actual, for both revenue and expenses (required for all applications)
	List of major funders (required for all applications)
	Comparative organizational balance sheet for 2014 vs. 2015 (required for all applications)
	Most recent audited financial statements (include auditor’s management letter), or provide pages 1-6 of most recent IRS Form-990. Audited financial statements should not pre-date 2014. (required for all applications)
	A Proposed General Operating Grant Budget (required for applications designated to apply for general operating support)
	A Proposed Project Grant Budget (required for applications designated to apply for a specific program)
	A 1-page budget narrative (required for all applications)
	Letters of Commitment (only if available)