

Children and Family Legacy Fund

2016 Grant Cycle

RFP Informational Presentation

About The Community Foundation . . .

Our Mission: Strengthen the Washington metropolitan region by encouraging and supporting effective giving and by providing leadership on critical issues in our community.

Our Priorities: Education, Workforce Development and Safety Net —with the overarching goal of achieving economic security for all residents of the greater Washington region.

Our Services: We provide giving advice, services, and vehicles to help our community of givers achieve their philanthropic goals and connect with the communities in which they live and work. We also use the assets entrusted to us to make grants, strengthen effective organizations, and advocate for policies that foster financial security for all families in the region.

About The Children and Family Legacy Fund. . .

Established by the Freddie Mac Foundation in 2013, the Children and Family Legacy Fund supports 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 as such will be implementing the grantmaking efforts of the fund through 2016.

This is a **designated fund** which means that only those organizations previously identified by the former Freddie Mac Foundation are eligible to apply for support through the Children and Family Legacy Fund.

The Children and Family Legacy Fund Outcomes

The Children and Family Legacy Fund's grantmaking efforts will be implemented using the Outcomes Funding Framework. The Framework includes eight outcomes across three program areas: Stable Homes Stable Families, Foster Care and Adoption, Academic and Career Success.

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.

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.

Completing Your Children and Family Legacy Fund Proposal

The proposal consists of the following components:

Ten-Month Reporting

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

Request for Funding

Narrative

Background: Tell us about your organization.

Participants: Tell us about the population your organization is serving.

Request Information - Tell us about the designated project or grant purpose for which you are seeking support.

Summary Chart

Tell us your outcomes, targets, milestones and dates.

Attachments

Provide the requested biographical and financial documents.

Children and Family Legacy Fund 2016 Grant Cycle Timeline

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

Outcomes Funding Webinars	Date
Outcomes Funding Webinar	Thursday June 2, 2016 10:30am
Outcomes Funding Webinar	Wednesday August 17, 2016 10:30am

How to Apply Using the Online Application Process

STEP I:

Start a new application by clicking on the link provided in the RFP:

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

How to Apply Using the Online Application Process

STEP 2:

Sign-In or Create an Account

Please Sign In

E-mail Password

[New Applicant?](#) [Forgot Password?](#)

An email address is required to create an account. You will receive an email confirming your new account and login information.

How to Apply Using the Online Application Process

STEP 3:

Fill in your organization information

The screenshot shows the 'Application Information' step of the online application process. The page header includes the logo for 'THE COMMUNITY FOUNDATION' and navigation links for 'Contact Us', 'Application Guidelines', and 'Exit'. A progress bar at the top indicates the current step is '2 Application Information', with other steps being '1 Welcome Page', '3 Organization Background', '4 Fiscal Sponsor', '5 Attachments', and '6 Review My Application'. The main content area is titled 'Application Information' and includes a 'Printer Friendly Version' link. The form contains three required fields, each marked with a red asterisk: 'Request Date' (with a calendar icon), 'Request Amount', and 'Brief Description of this Funding Request' (with a character count of 75 words or less). A red oval highlights the 'Request Date' and 'Request Amount' fields, and a red arrow points to them from a text box that says 'Fields marked with a red dot are required.' At the bottom of the page, there are two buttons: 'Save & Finish Later' and 'Review & Submit'.

Fields marked with a red dot are required.

Save & Finish Later

Review & Submit

An application can be saved by clicking the 'Save & Finish Later' button, located at the bottom of each application page.

How to Apply Using the Online Application Process

STEP 4:

Accessing a Partially Completed Application



Applications

Show In Progress Applications ▼

Application Name	Project Title	Requested	ID	Last Updated	Action
Children and Family Legacy Fund - 2016			38432	05/03/2016	

To access a partially completed and saved application go to the following website :

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

How to Apply Using the Online Application Process

STEP 5:

Upload application materials/attachments

The screenshot shows the 'Attachments' step of the online application process. The navigation bar at the top includes 'Contact Us', 'Application Guidelines', and 'Exit'. The progress bar shows six steps: 1. Welcome Page, 2. Application Information, 3. Organization Background, 4. Fiscal Sponsor, 5. Attachments (current step), and 6. Review My Application. The main content area lists the required attachments for the Children and Family Legacy Fund application, including a Grant Summary, Budget Narrative, and Letters of Commitment. A red callout box highlights the requirement that all application materials must be in PDF format.

Attachments Printer Friendly Version

The Children and Family Legacy Fund application materials/attachments will be uploaded here; see below for the list of application materials/attachments.

Please thoroughly review the Children and Family Legacy Fund RFP guidelines before completing, uploading, and submitting your application materials/attachments. The RFP Guidelines are available at www.childrenfamilylegacy.org

ALL APPLICATION MATERIALS/ATTACHMENTS MUST BE SUBMITTED IN A PDF FORMAT. A list of PDF conversion software is listed in the Children and Family Legacy Fund RFP guidelines.

Questions or comments can be directed to Alicia Reid, areid@cfncr.org.

TEN-MONTH REPORTING

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

REQUEST FOR NEW FUNDING

3. Narrative
4. Summary Chart

ATTACHMENTS

5. Organizational Leader's Resume
6. List of Board Members
7. Current Fiscal Year - Organizational Budget vs. Actual
8. Previous Fiscal Year - Organizational Budget vs. Actual
9. List of Major Funders
10. Comparative Organizational Balance Sheet for 2014 vs. 2015
11. Audited Financial Statements or pages 1-6 of IRS Form 990. - Please provide a NON-PASSWORD COPY OF THE AUDIT. The Community Foundation will not be able to open a password-protected document. This will delay or prevent processing of your organization's application.
12. Proposed Grant Budget
13. Budget Narrative
14. Letters of Commitment (only if available)

Upload

The maximum size for all attachments combined is 200 MB. Please note that files with certain extensions (such as ".exe", ".com", ".vbs", or ".bat") cannot be uploaded.

Title:

File Name: No file chosen

Upload applications materials. All application materials must be in a PDF format.

How to Apply Using the Online Application Process

STEP 6:

Review and Submit Application

The screenshot shows a web browser window with the URL `t.com/SID_966/Default.asp?SESID=36528`. The page header includes the logo for 'THE COMMUNITY FOUNDATION' and navigation links for 'Contact Us', 'Application Guidelines', and 'Exit'. A progress bar at the top indicates the current step: 1 Welcome Page, 2 Application Information, 3 Organization Background, 4 Fiscal Sponsor, 5 Attachments, and 6 Review My Application. The main content area is titled 'Attachments' and includes a 'Printer Friendly Version' link. Below this, there is a table of 'Uploaded Files'.

Title	File Name	Uploaded	Size	Remove?
Grant Summary - What We Learned Financial and Additional Information Report	CFL 2016 Grant Summary What We Learned.pdf	05/03/2016 07:04:40 PM	176 KB	<input type="checkbox"/>
Total size of uploaded files			176 KB	
Available			204,624 KB	



After reviewing your application, click 'Submit' and you will receive an email confirmation.

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Please Direct All Questions To:

Alicia Reid

Philanthropic Services Officer

areid@cfncr.org

www.childrenfamilylegacy.org