



BLACK **UNITED** FUND
O F O R E G O N



GRANTS APPLICATION GUIDELINES
PROPOSAL DUE DATE: AUGUST 26, 2011 FOR OREGON AND SW WASHINGTON
MAXIMUM GRANT AWARD AMOUNT: \$5,000.00

THE BLACK UNITED FUND OF OREGON'S GRANTMAKING PROGRAM

The mission of the Black United Fund of Oregon is to assist in the social and economic development of Oregon's low-income communities and contribute to a broader understanding of ethnically and culturally diverse groups. The Black United Fund was established in 1983 by community leaders in north and northeast Portland to channel charitable funds to the African American community, which had been overlooked by many philanthropic organizations.

The goal of the Black United Fund of Oregon's program is to improve social and economic conditions and increase opportunities in traditionally underserved communities. Grant proposals that focus on serving African American and other communities of color will be given priority consideration in the funding process.

The Black United Fund also seeks to fund organizations that have difficulty raising money from foundations because of cultural barriers or the organization's progressive work.

The Black United Fund of Oregon is strongly committed to cultural diversity and seeks to support

organizations where leadership at every level reflects the diversity of the population served, and the methodology for the proposed program reflects the culture and traditions of the target population.

Priority consideration for a grant is given to organizations that have demonstrated an investment in disadvantaged communities by locating in disadvantaged neighborhoods. Organizations seeking funding should also have a history of, or program staff experienced in working with diverse populations.

Please refer to the funding criteria on page two for information about how grant proposals are evaluated and how grantees are selected.

The Black United Fund makes grants of up to **\$5,000.00** once a year. Average grant sizes range between \$1,500 – \$3,500. Grant applications are due on **FRIDAY, AUGUST 26, 2011** for the board of director's decision in late fall. Grants can be used for project costs, programs costs, or operating support by organizations that are consistent with the Black United Fund's funding criteria.

FUNDING CRITERIA

The Black United Fund's board of directors, staff and grant evaluators use the following funding criteria to evaluate proposals and ultimately award grants during the decision-making process. Primary consideration for a grant from the Black United Fund is given to organizations that:

- Serve Oregon's & SW Washington's ethnically diverse communities, particularly the African-American community
- Demonstrate ethnic diversity among staff, board and its constituency
- Operate as a smaller, grassroots, community-based group (annual budget not to exceed **\$600,000**).
- Have limited access to funding
- Administer a culturally sensitive program methodology
- Provide programs that are supported by and relevant to the needs of the community
- Are located in economically distressed communities and serve Oregon's & SW Washington's low-income communities

ELIGIBILITY FOR FUNDING

To be eligible for a Black United Fund grant, an organization must:

- Be a non-profit organization with a 501©3 tax-exempt status from the IRS, or have arranged for grant administration by a fiscal sponsor (not Black United Fund and an organization can only act as fiscal sponsor for **one** organization).
- Submit grant for one of BUFO's Program areas that reflect BUFO's funding criteria.
- Be in compliance with terms outlined for previous BUFO grants, e.g. have submitted all outstanding evaluation forms, agreed terms of service, and digital photos
- Carry out work in Oregon and SW Washington.

The Black United Fund will not fund:

- Individuals, public institutions, or for-profit corporations
- United Way agencies (unless the project applied is outside the scope of organization's UW funding)

The Black United Fund will not fund (Con't):

- Activities or items purchased that begin prior to grant BUFO decisions
- An organization that has an annual operating budget that exceeds \$600,000 (Note: If using a Fiscal Agent, their budget **cannot exceed** \$600,000)
- Capital Campaigns
- Grantmaking organizations
- Religious Programs
- Political campaigns, organizations, or candidates for public office
- Endowments
- Scholarships

PROGRAM AREAS

Grants are made to non-profit organizations whose programs are consistent with BUFO's funding criteria and whose grant request fall in one of the following program areas:

ARTS & CULTURE

Programs that enhance the understanding of cultural diversity, serve as an educational tool, or improve the health and welfare of the community through the arts.

ECONOMIC DEVELOPMENT

Programs that stimulate economic stability, employment, home ownership, business development, or community revitalization in low-income neighborhoods.

EDUCATION

Programs that ensure access to education, successful high school and/or higher education completion, and programs that guide youth toward improving academic work and responsible citizenship.

HEALTH

Programs that ensure access to healthcare, promote health education, or address chronic health issues facing low-income communities and communities of color.

PROGRAM AREAS CONTINUED

HUMAN SERVICES

Programs that connect citizens in need to a wide array of human services that address individual needs and transitions people towards self-sufficiency.

SOCIAL JUSTICE

Programs that ensure access to services in low-income communities, address unjust circumstances or increase awareness of policies that affect neighborhood livability.

Please indicate which program area your grant request falls under on the Proposal Cover Sheet.

APPLICATION INSTRUCTIONS

Before a proposal is considered by the Black United Fund of Oregon an organization must submit a complete proposal application packet. **Incomplete proposals are not eligible for consideration.**

1. Complete and submit the **proposal cover sheet online** in the Grants Program section of the Black United Fund's web site: www.bufor.org. Include a copy of completed proposal cover sheet with application.
2. Complete the **proposal narrative**, not to exceed three pages.
3. Supply an organizational budget, project budget, organizational diversity chart, and board roster. **Find templates at** www.bufor.org.
4. Provide the required **attachments**. Please **no staples or binding**. Required attachments are:
 - Proposal cover sheet (online)
 - Proposal Narrative
 - Board of Directors Roster
 - Organizational Diversity Chart
 - Organizational Budget (Revenues/Expenses)
 - Project Budget (if applying for a project)
 - Organization's most recent audited report, if budget over \$200,000.

- Organization's most recent accountant reviewed financial statements if budget is less than \$200,000.
- Organization's IRS form 990 for last completed fiscal year.
- Organization's CT-12
- Copy of non-discrimination policy
- Anti-Terrorism Statement

5. Please limit **supporting documents** to no more than 5 pages.

All proposal applications must be received at the Black United Fund of Oregon's office by 5:00 PM on FRIDAY, AUGUST 26, 2011.

PROPOSAL NARRATIVE

The narrative should not exceed 3 pages in length. Please address each of the following areas in the proposal narrative.

A. BACKGROUND AND DESCRIPTION OF ORGANIZATION

Describe the organization, including a summary of its history and background, programs, and mission statement and purpose.

B. GRANT OR PROJECT REQUEST

Describe the project or program for which the funds are being sought. Explain the need for the project or program and how it addresses pressing issues in communities of color and/or for low-income Oregonians and/or Washingtonians.

C. STRATEGY, TIMELINE AND EVALUATION

- What is the organizations **strategy** and **timeline** for implementing the project or program?
- How will success be **measured**?
- How is the organization and organization's **staff qualified** to accomplish this work?
- How will you sustain the program?

D. PROJECT'S CORRELATION WITH BLACK UNITED FUND'S FUNDING CRITERIA

Please specify how the project or program is consistent with the Black United Fund's funding criteria (see start of application for criteria). Why is the project or program an appropriate fit with our grantmaking program?

PROPOSAL REVIEW PROCESS

The proposal review process takes approximately **12 weeks**. The Black United Fund's board of directors makes the final decisions. Upon receipt of the proposal application, the review process includes the following steps:

- An initial review of all proposals by staff to assess eligibility and completeness of proposal;
- Further review by staff and volunteer evaluators;
- Site visit or phone call to applicant
- Evaluation and award recommendations presented to Black United Fund's board of directors for final decisions.

PROPOSAL APPLICATION ATTACHMENTS PLEASE NO STAPLES OR BINDING

Please include THREE copies of the following:

- Proposal cover sheet (Copy of online submitted cover sheet)
- Proposal Narrative
- Board of Directors Roster
- Organizational Diversity Chart
- Organizational Budget (Revenues/Expenses)
- Project Budget (if applying for a project)
- Any additional support documents
- Organization's most recent **audited** report, if budget over \$200,000.
- Organization's most recent **accountant reviewed** financial statements, if budget is less than \$200,000.
- Organization's IRS form 990 for last completed fiscal year.

Please include ONE copy of the following:

- Copy of the organization's IRS 501© 3 Letter. **NOTE:** If applicant is using a fiscal sponsor, please send the fiscal sponsor's IRS tax exempt letter and signed statement from Executive Director and Board Chair agreeing to be fiscal sponsor for the grant. The Fiscal Sponsor must submit either their IRS 990 Form or annual report. An organization may act as fiscal sponsor for one organization only and their budgets must be \$600,000 or less.
- Organization's CT-12
- Copy of non-discrimination policy
- Anti-terrorism statement

Policy and Statement Suggested Language:

- **Copy of the organization's non-discrimination policy.** **NOTE:** The policy must apply to staff, program services and membership on the governing board, and must cover all the classes protected under applicable local, state or federal law including the race, color, creed, religion, sex, age, national origin, marital status, gender, identity, disability, source of income, veteran status or any other characteristic protected under the law.
- **Anti-terrorism statement:** We certify that we do not knowingly employ people or support groups whose names appear on terrorist watch lists compiled by the government.

APPLICATION MAILING ADDRESS

Send the complete proposal application packet with the correct amount of copies to the **Black United Fund of Oregon, 2828 NE Alberta Street, Portland, OR 97211**. Incomplete, faxed, emailed or late applications will not be considered.

All proposal applications must be received at the Black United Fund of Oregon's office by 5:00 PM on FRIDAY, AUGUST 26, 2011.

A FINAL WORD...

If you have any questions or need additional information regarding the grants program or grant application, please feel free to contact our office at 503-282-7973 or send an email to bufor@bufor.org.