



Fund for Children, Youth, and Families

Applicant Information Webinar

Dial-In Number: 1-866-740-1260
Access Code: 2884591

A recording of the webinar will be made available at
www.fund4cyf.org

Fund for Children, Youth, and Families Information Webinar

Agenda

- ▶ Background
- ▶ Eligibility
- ▶ Overview of the Request for Proposal (RFP)
- ▶ Overview of the Online Application Process
- ▶ Question & Answers

About The Fund for Children, Youth, and Families. . .

The Fund for the Children, Youth and Families was established to invest in the betterment of underserved children, youth, and families. Specifically to invest in organizations achieving significant impact providing services and programming across the following program areas:

- **Stable Homes Stable Families**
- **Foster Care and Adoption**
- **Academic and Career Success**

The Fund for Children, Youth, and Families' 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.

Eligibility

Your organization is eligible to apply if it:

1. Is a 501(c)(3) public charity
2. The funding request will address the Fund for Children, Youth, and Families' Outcomes.

If your organization is seeking support for a **project**, it must address one or more of the Fund for Children, Youth, and Families' Outcomes.

If your organization is seeking **general operating support**, all of the organization's programs must address one or more of the Fund for Children, Youth, and Families' Outcomes.

3. The organization's funded programming and/or project will **ONLY** support children, youth, and families **ONLY** located in the following geographic areas:

- ▶ District of Columbia
- ▶ The Counties of Arlington, Fairfax, Loudoun and Prince William, and the Cities of Alexandria, Falls Church, Manassas Park, and Leesburg in the Commonwealth of Virginia.
- ▶ The Counties of Charles, Frederick, Howard, Montgomery, and Prince George's in the State of Maryland.
- ▶ Statewide efforts in Virginia.
- ▶ Statewide efforts in Maryland.

Eligibility (Cont.)

Additionally, the Fund for Children, Youth, and Families 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.

By submitting an application your organization attests to this fact.

Grants Available

Applicant organizations may request between \$5,000 - \$50,000 for **ONE** of the following types of support:

1. Program/Project Support (**one program/project only**)
2. General operating support

Funding requests can be inclusive of the following programming : direct service, advocacy, public awareness and education efforts.

Request for Proposal: Timeline

Application Deadline	Expected Notification Date
Friday, July 14, 2017 (4:00pm)	December 2017

Applicant Information and Outcome Funding Webinars	Date
Information Webinar	Tuesday, June 20, 2017 10:30am - 12:00pm
Information Webinar	Monday, June 26, 2017 10:30am - 12:00pm
Outcomes Funding Webinar	Wednesday, June 21, 2017 10:30am - 12:00pm
Outcomes Funding Webinar	Tuesday, June 27, 2017 10:30am - 12:00pm

The Request for Proposal timeline is also available at
www.fund4cyf.org

Completing Your Proposal

Narrative:

- Background: Tell us about your organization.
- Participants: Tell us about the population your organization is serving.
- Request for Information - Tell us about the project or grant purpose for which you are seeking support.

Summary Chart:

Tell us your outcomes, targets, milestones and dates. **Note, a completed Summary Chart is required for ALL applications.**

Attachments:

Provide the biographical and financial documents listed in the RFP.

Proposals submitted with missing or incomplete documents WILL NOT BE CONSIDERED FOR FUNDING. Review the RFP Guidelines carefully to ensure you are submitting complete and correct application documents.

Online Application Process

- ▶ Please thoroughly review the Request for Proposal in advance of completing and submitting your application. Specifically to ensure you're submitting the appropriate application materials as listed and described in the Request for Proposal.
- ▶ Proposals submitted with **missing, incomplete, or illegible** documents WILL NOT be considered for funding.

Step 1: Start A New Application

START A NEW APPLICATION

- Start a new application by clicking on the link provided in the RFP:
https://www.grantrequest.com/SID_5491?SA=SNA&FID=35047

SYSTEM REQUIREMENTS:

- Applicants must have one of the following browsers, with cookies enabled:
 - Internet Explorer v7 or higher
 - Firefox v3 or higher
- The system is NOT Compatible with Safari and Google Chrome

CREATE OR USE AN EXISTING USER ACCOUNT

- You will need to create an account in the online application system. If you already have an account you will be able to log in using your email address and password.

Please Sign In

- If you have an account, please log in using your E-mail Address and Password.
- To create an account, please use the "New Applicant" link found below.
- This grant application system uses the following email domain: mail@grantapplication.com. Please add it to your safe-senders list to be sure you receive all communications.

E-mail Password

New Applicant? [Forgot Password?](#)

Step 2: Enter Tax ID Number



Please enter your Tax ID:

Enter your organization's tax identification number

Step 3: Welcome Page



Welcome Page | Organizational Information | Points of Contact | Proposal Request | Narrative | Attachments | Authorization | Review My Application

Welcome Page

Printer Friendly Version | E-mail Draft

* Required before final submission

Welcome to The Community Foundation for the National Capital Region's Online Application Portal! Before beginning the online application please review the Application Guidelines for the following: to determine your organization's application eligibility, to identify the application deadline, and to discern the application attachments needed to complete your application. The Application Guidelines can be accessed by viewing www.fund4cyf.org. All application attachments must be uploaded and submitted via the Online Application Portal. Applications will NOT be accepted via mail, fax, or e-mail. Questions regarding the Application Guidelines can be directed to Alicia Reid at areid@cfncr.org. Technical questions regarding the online application system can be directed to Melen Hagos at mhagos@cfncr.org.

Save & Finish Later | Next

Click Next

Step 4: Fill in your organization and application contact information

Welcome Page | Organizational Information | Points of Contact | Proposal Request | Narrative | Attachments | Authorization | Review My Application

Organizational Information

***** Required before final submission

***** Organization Name
The Community Foundation For The National Capital Region ✓

***** Mailing Address Street ***** Mailing Address City ***** Mailing Address State ***** Mailing Address Postal Code

***** Phone ***** Fax ***** E-mail Address

Website Address ***** Tax ID
237343119

Welcome Page | Organizational Information | Points of Contact | Proposal Request | Narrative | Attachments | Authorization | Review My Application

Points of Contact

Printer Friendly Version | E-mail Draft

***** Required before final submission

Chief Executive/President/Executive Director

***** Prefix ***** First Name ***** Middle Name ***** Last Name ***** Suffix

***** Title

***** Office Phone ***** Office Fax ***** E-mail

Proposal/Grant Primary Contact

Prefix ***** First Name ***** Middle Name ***** Last Name

***** Title

***** Office Phone ***** Office Fax ***** E-mail

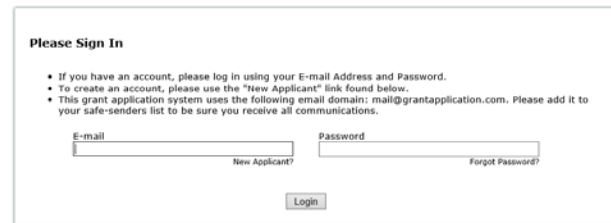
Save & Finish Later | Next

Step 5: Accessing A Saved and Un-complete Application



A screenshot of a web form with three input fields: 'Office Phone', 'Office Fax', and 'E-mail'. Below these fields is a button labeled 'Save & Finish Later' with a red arrow pointing to it from the right. The button is highlighted with a red border.

A partially completed application can be saved and accessed later by clicking **'Save & Finish Later'**. Use the following link to access a partially completed/un-submitted application: https://www.GrantRequest.com/SID_5491?SA=AM.



A screenshot of a 'Please Sign In' form. It contains two input fields: 'E-mail' and 'Password'. Below the 'E-mail' field is a link 'New Applicant?' and below the 'Password' field is a link 'Forgot Password?'. A 'Login' button is located below the 'E-mail' field.

Please use your saved log-in/user account to access your saved application. If you need to reset your password click **'Forgot Password'**.

Step 6: Provide your funding request information

Welcome Page | Organizational Information | Points of Contact | **Proposal Request** | Narrative | Attachments | Authorization | Review My Application

Proposal Request

* Required before final submission

* Please indicate the type of support you are applying for.
<Select One>

* Program/Project Name

* Request Amount [Between \$5,000 and \$50,000] * Project Budget [Round to the nearest whole dollar]

* Purpose of Request
Brief description on how funds will be used

* Geographic Area
Please indicate the geographic region where children, youth and family will be served by your organization's programming. Specifically the programming for which your organization is requesting funding.

District of Columbia Virginia Statewide Efforts Maryland Statewide Efforts Arlington County, VA Fairfax County, VA Loudoun County, VA Prince William County, VA
 City of Alexandria, VA City of Falls Church, VA City of Leesburg, VA Manassas Park/Manassas, VA Charles County, MD Frederick County, MD Howard County, MD

dc | montgomery co. | northern va | prince george's co.

Welcome Page | Organizational Information | Points of Contact | **Proposal Request** | **Narrative** | Attachments | Authorization | Review My Application

Narrative

* Required before final submission

Fund for Children, Youth and Families (FFCYF) Narrative

The Narrative forms the basis of your request for funding. The Narrative should consist of the following sections: Background, Participants, Request Information. Please provide the answers for the questions listed in each section

Background

* 1. State the mission of your organization.

* 2. Briefly describe the history of your organization including the total budget amount, and full-time staff or equivalents.

Step 7: Upload Attachments

Welcome Page | Organizational Information | Points of Contact | Proposal Request | Narrative | Attachments | Authorization | Review My Application

Attachments

Printer Friendly Version | E-mail Draft

* Required before final submission

Upload your Fund for Children, Youth and Families (FFCYF) proposal attachments here. See below for a listing of the proposal attachments needed to complete your FFCYF application. To ensure your application attachments are complete and correct, please see the FFCYF Proposal Guidelines for detailed information to format and complete the proposal attachments. You can access a copy of the FFCYF Proposal Guidelines at www.fund4cyf.org

ALL APPLICATION ATTACHMENTS MUST BE SUBMITTED IN PDF FORMAT. A list of PDF conversion software is listed in the FFCYF Proposal Guidelines.

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

Applications submitted with missing, illegible, or incomplete documents and attachments **WILL NOT BE CONSIDERED FOR FUNDING.**

Please DO NOT use special characters (such as /, *, %, etc.) or spaces in the file names.

* Summary Chart

File Name	Uploaded	Size
SAMPLE.pdf	6/19/2017 9:14 AM	144KB

[Remove](#)

Document Name

* Organization's Leader's Resume

File Name	Uploaded	Size
SAMPLE 2.pdf	6/19/2017 9:15 AM	144KB

[Remove](#)

Confirms document successfully uploaded

Document can be removed by clicking here

- Confirm that the correct document has been uploaded.
- Uploaded documents will only be accepted in a PDF Format.
- Please do not use special characters (!, , @, #, \$, etc.) in the filename of these attachments.

Step 8: Review and Submit

* Required before final submission

Signature
By typing in the name of the executive director or other authorizing official below, you agree that all information provided in this application is complete and accurate to the best of your ability.

Jane Doe



After you have carefully reviewed your application for completeness click '**Review and Submit**' to submit your application.

You will receive an e-mail confirming your application submission.

Questions & Answers

- ▶ Only questions pertaining to the application guidelines. Application questions specific to your application can be presented 'off-line' to Alicia Reid, areid@cfncr.org.
- ▶ Only one question per organization can be presented. Additional questions can be presented 'off-line' to Alicia Reid, areid@cfncr.org.

Questions & Answers

- ❑ If you have a question, please click on the “Raise Hand” button on your screen and we will respond to your question in the order it was received.
- ❑ When your name is called, press * 7 to un-mute your line and ask your question.
- ❑ After your question has been answered, please press *6 to mute your line.

Fund for Children, Youth, and Families Grant Cycle

Alicia Reid
Community Investment Officer
areid@cfncr.org
www.fund4cyf.org