

**Fund for Children, Youth, and Families  
2018 Grant Cycle**

**Request for Proposals  
Deadline: September 21, 2018, 4:00 pm**



**Contact:**

**Alicia Reid  
Community Investment Officer  
[areid@thecommunityfoundation.org](mailto:areid@thecommunityfoundation.org)  
[www.fund4cyf.org](http://www.fund4cyf.org)**

**Fund for Children, Youth, and Families (FFCYF)  
Request for Proposals**

<b>Program Objective</b>	<p>The purpose of the Fund for Children, Youth, and Families (FFCYF) is to invest in organizations providing services and programming across the following program areas:</p> <ul style="list-style-type: none"> <li>• Stable Homes, Stable Families</li> <li>• Foster Care and Adoption</li> <li>• Academic and Career Success</li> </ul>
<b>Eligibility Information</b>	<p>Your organization is eligible to apply if:</p> <ol style="list-style-type: none"> <li>1. The organization has a 501(c)(3) designation.</li> <li>2. The organization’s funding request will address the FFCYF Outcomes, which fall across the program areas mentioned above. A listing of the FFCYF Outcomes is located in the ‘FFCYF Outcomes’ section of the Request for Proposals (RFP).</li> </ol> <p><b>Type of Support:</b></p> <ul style="list-style-type: none"> <li>• <b><u>Program/project support:</u> If your organization is seeking support for a program or project, it must address one or more of the Fund for Children, Youth, and Families’ Outcomes.</b></li> <li>• <b><u>General operating support:</u> 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.</b></li> </ul> <ol style="list-style-type: none"> <li>3. FFCYF will consider funding requests for programming that will <b>ONLY</b> support children, youth, and/or families <b>ONLY</b> located in the following geographic areas: <ul style="list-style-type: none"> <li>• District of Columbia</li> <li>• The Counties of Arlington, Fairfax, Loudon and Prince William, and the Cities of Alexandria, Falls Church, Manassas Park, and Leesburg in the Commonwealth of Virginia</li> <li>• The Counties of Charles, Frederick, Howard, Montgomery, and Prince George’s in the State of Maryland</li> <li>• Statewide efforts in Virginia</li> <li>• Statewide efforts in Maryland</li> </ul> </li> <li>4. 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.</li> </ol>
<b>Available Funding</b>	Approximately 2 million

LATE proposals or proposals submitted with missing or incomplete documents **WILL NOT be considered for funding**. All application documents/attachments must be converted to PDF and submitted through the online application system. See Appendix A for PDF conversion software and applicaton submission instructions.

**Fund for Children, Youth, and Families (FCYF)  
Request for Proposals**

<b>Grants Available</b>	<p>Applicant organizations may request between \$5,000 to \$50,000 for general operating support, or program/project support, which can include the following programming: direct service, advocacy, public awareness and education efforts.</p> <p>See “Eligibility” section for criteria regarding funding support.</p>
<b>Applicant Informational Webinars</b>	<p>The <b>Informational Webinar</b> will provide an overview of the Fund for Children, Youth, and Families and The Community Foundation’s application and submission process. Two Informational Webinars will be held, see below for the dates and times.</p> <p>All applicants are <b>strongly encouraged to participate in one Informational Webinar. To register please access the website address listed under your preferred date</b>, by copying and pasting the website address in your preferred browser.</p> <ul style="list-style-type: none"> <li>• <b>Wednesday, August 15, 2018, 10:00am – 11:30am</b> <a href="https://cc.readytalk.com/r/mmftagwc4pbq&amp;eom">https://cc.readytalk.com/r/mmftagwc4pbq&amp;eom</a></li> <li>• <b>Tuesday, August 21, 2018, 10:00am – 11:30am</b> <a href="https://cc.readytalk.com/r/1ucaxirflshu&amp;eom">https://cc.readytalk.com/r/1ucaxirflshu&amp;eom</a></li> </ul>
<b>Applicant Outcomes Funding Webinars</b>	<p>The <b>Outcomes Funding Webinar</b> will provide technical assistance on the Outcomes Funding Framework, the application framework for the Fund for Children, Youth, and Families application. Two Outcomes Funding Webinars will be held, see below for the dates and times.</p> <p>All applicants are <b>strongly encouraged to participate in one Outcomes Funding Webinar. To register, please access the website address listed next to your preferred date</b> by copying and pasting the website address in your preferred browser.</p> <ul style="list-style-type: none"> <li>• <b>Thursday, August 16, 2018, 10:00am – 11:30am</b> <a href="https://cc.readytalk.com/r/dy1yvhvq08ii9&amp;eom">https://cc.readytalk.com/r/dy1yvhvq08ii9&amp;eom</a></li> <li>• <b>Wednesday, August 22, 2018, 10:00am – 11:30am</b> <a href="https://cc.readytalk.com/r/5iv0d79o02np&amp;eom">https://cc.readytalk.com/r/5iv0d79o02np&amp;eom</a></li> </ul>
<b>Application Deadlines and Notifications</b>	<p>Applicants must submit proposals via The Community Foundation’s online application system (<b>ONLY</b>) no later than <b>4:00pm, Friday, September 21, 2018</b>. Final award decisions will be announced <b>December 2018</b>.</p>
<b>Questions and Contact</b>	<p>Please direct all questions and comments to <b>Alicia Reid, Community Investment Officer, areid@thecommunityfoundation.org</b>. All information regarding the Fund for Children, Youth, and Families is available at <b>www.fund4cyf.org</b>.</p>

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## Fund for Children, Youth, and Families (FFCYF) Request for Proposals

### FUND OVERVIEW

The **Fund for Children, Youth, and Families** at the Greater Washington Community Foundation will invest in organizations providing services and programming across the following program areas listed below.

#### FFCYF Program Areas

- **Stable Homes, Stable Families**  
Stabilizing families in crisis and moving them to self-sufficiency is critical to developing homes that can nurture and support children to their fullest potential. There are an overwhelming number of homeless families in the Washington Metropolitan Area that are in need of housing and services. Due to the challenges these families face, a wide array of supportive services are necessary to help them achieve lasting stability. The Fund for Children, Youth, and Families investments will target families who are homeless and those who are participating in housing-based service programs.
  
- **Foster Care and Adoption**  
There are more than 500,000 children in the foster care system across the United States and over one fifth of these children will never return home. Over 5,000 children are in foster care systems in the Washington Metropolitan Area. The Fund for Children, Youth, and Families investments will support children in the foster care system in two critical areas: promoting permanency and helping youth leaving the system to achieve self-sufficiency.
  
- **Academic and Career Success**  
The Fund for Children, Youth, and Families will support the closing of academic achievement gaps that exist between students of color, low-income students and their peers through investments in early childhood education, academic achievement for school-age children, and college preparation and career training. The goal is to support programming preparing young people to become self-sufficient, to contribute to a changing world, and work for the betterment of the larger community.

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## Fund for Children, Youth, and Families (FFCYF) Request for Proposals

### FFCYF OUTCOMES

The **Fund for Children, Youth, and Families**' grantmaking efforts will be implemented using the Outcomes Funding Framework. The Framework includes outcomes across the following program areas: Stable Homes Stable Families, Foster Care and Adoption, Academic and Career Success.

#### **Stable Homes Stable Families**

1. **Homeless families achieve stability and transition to permanent housing with the assistance of support services.**
  - Programming placing homeless families in housing that lead to stabilization and producing positive outcomes.
2. **Vulnerable families who are living in permanent housing and participating in resident services improve their personal and financial stability.**
  - Programming helping low-income families achieve stability and overcome barriers to success, by providing housing based and resident services.
3. **Low-income families at risk of losing their homes maintain their rental housing and improve their personal and financial stability.**
  - Programming enabling low-income families experiencing personal and financial stress, to maintain rental housing and prevent homelessness. Particularly programming also helping families to resolve the problems resulting in their financial crisis.

#### **Foster Care and Adoption**

4. **Foster children grow up in permanent, stable, loving families.**
  - Programming working intensively to reunify families; recruit foster and adoptive parents; and place special needs children in adoptive homes.
  - Programming providing training, support, and respite care services for foster and adoptive parents.
  - Programming improving child welfare policy and practice via public awareness, education efforts, and training and development of child welfare professionals.
5. **Foster youth have the life skills required to live independently, have a connection to a caring adult and are living in stable housing.**
  - Programming helping youth leaving the foster care system to locate and sustain housing.
  - Programming connecting youth leaving the foster care system to caring adults providing the supports necessary for a successful transition from foster care to independent living.

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**Academic and Career Success**

**6. Preschool children in low-income communities are prepared to be successful in school.**

Programming preparing children to enter school ready to learn. Specifically, programming inclusive of the following components:

- High quality early childhood education.
- A comprehensive approach.
- A stimulating, age-appropriate learning environment and curriculum.
- Documented growth and development of each child.
- Demonstrated ability to identify and address developmental challenges.
- Parental engagement and support.

**7. Children and youth in low-income communities demonstrate improved academic success.**

- Out-of-school time programming committed to improving the academic performance.
- Out-of-school time programming offering: an engaging, research-based curriculum, monitoring student progress, including social and developmental activities, working in partnership with schools and parents, and are supported by caring adults committed children's confidence in their capacity to excel academically will be successful in helping to improve academic performance.
- Programming increasing student achievement by creating a pipeline of highly effective teachers and principals.

**8. Young people from low-income communities enter college or career training programs.**

- Programming helping youth see college as a goal. Programming providing guidance, and support through the admissions process to ensure youth are prepared and supported through the admissions process.
- Programming supporting students through college graduation.
- Programming training youth for careers that will enable them to become independent and productive adults.

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## Fund for Children, Youth, and Families (FFCYF) Request for Proposals

### ELIGIBILITY

Your organization is eligible to apply if:

1. The organization has a 501(c)(3) designation.
2. The organization's funding request will address the FFCYF Outcomes, which fall across the FFCYF program areas: Stable Homes Stable Families, Foster Care and Adoption, Academic and Career Success. A listing of the FFCYF Outcomes is located in the 'FFCYF Outcomes' section of the Request for Proposals (RFP).

#### Type of Support:

- **Program/project support: If your organization is seeking support for a project or program, it must address one or more of the FFCYF Outcomes.**
  - **General Operating support: If your organization is seeking general operating support, all of the organization's programs must address one or more of the FFCYF Outcomes.**
3. FFCYF will consider funding requests for programming that will **ONLY** support children, youth, and families **ONLY** located in the following geographic areas:
    - District of Columbia
    - The Counties of Arlington, Fairfax, Loudon 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
  4. 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 a application your organization attests to this fact.

### GRANTS AVAILABLE

Applicant organizations may request between \$5,000 to \$50,000 for general operating support, or program/project support, which can include the following programming: direct service, advocacy, public awareness and education efforts.

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**APPLICATION DEADLINES AND NOTIFICATION**

Applicants must submit their proposal via The Community Foundation's online application system no later than **4:00pm, Friday, September 21, 2018**. **Late proposals or proposals submitted with missing or incomplete documents WILL NOT be considered for funding.**

Final award decisions will be announced **December 2018**.

**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.

**WEBINARS**

The **Informational Webinar** will provide an overview of the Fund for Children, Youth, and Families and The Community Foundation's application and submission process. Two Information Webinars will be held, see below for dates and times. **All applicants are strongly encouraged to participate in one Informational Webinar.**

**To register, please access the website address listed next to your preferred date, by copying and pasting the website address in your browser.**

<b>Informational Webinar Date and Time</b>	<b>Registration Link</b>
Wednesday, August 15, 2018, 10:00am – 11:30am	<a href="https://cc.readytalk.com/r/mmftagwc4pbg&amp;eom">https://cc.readytalk.com/r/mmftagwc4pbg&amp;eom</a>
Tuesday, August 21, 2018, 10:00am – 11:30am	<a href="https://cc.readytalk.com/r/1ucaxirflshu&amp;eom">https://cc.readytalk.com/r/1ucaxirflshu&amp;eom</a>

The **Outcomes Funding Webinar** will provide technical assistance on the Outcomes Funding Framework and application that will be used by the Fund for Children, Youth, and Families. Two Outcomes Funding Webinars will be held, see below for the dates and times. **All applicants are strongly encouraged to participate in one Outcomes Funding Webinar.**

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<b>Outcomes Funding Webinar Date and Time</b>	<b>Registration Link</b>
Thursday, August 16, 2018, 10:00am – 11:30am	<a href="https://cc.readytalk.com/r/dy1yhvq08ii9&amp;eom">https://cc.readytalk.com/r/dy1yhvq08ii9&amp;eom</a>
Wednesday, August 22, 2018, 10:00am – 11:30am	<a href="https://cc.readytalk.com/r/5iv0d79o02np&amp;eom">https://cc.readytalk.com/r/5iv0d79o02np&amp;eom</a>

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## Fund for Children, Youth, and Families (FFCYF) Request for Proposals

### QUESTIONS AND CONTACT

Please direct questions and comments to **Alicia Reid, Community Investment Officer**, [areid@thecommunityfoundation.org](mailto:areid@thecommunityfoundation.org). All information regarding the Fund for Children, Youth, and Families is available at [www.fund4cyf.org](http://www.fund4cyf.org).

### 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.**

### REQUEST FOR FUNDING

#### A. NARRATIVE

The Narrative must be completed online via The Community Foundation's online application system. Please see **Appendix A: How To Use The Community Foundation's Online Grant Application System** for application submission instructions.

The Narrative forms the basis of your request for funding. The Narrative will consist of the following sections: **Background, Participants, and Request Information.**

#### B. SUMMARY CHART

The Summary Chart must be completed using a template document, which is accessible at [www.fund4cyf.org](http://www.fund4cyf.org). The Summary Chart will consist of your **outcomes, targets, verification, project steps, milestones and dates.**

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**C. ATTACHMENTS**

All attachments must be uploaded and submitted as a PDF, through The Community Foundation's online application system. Please make sure that documents are not password protected. Applications that do not include all required information will be disqualified. In addition, illegible or incomplete applications will not be considered. Applicants will not be contacted to provide missing or illegible information.

1. **Summary Chart.** The Summary Chart must be completed using a template document, which is accessible at [www.fund4cyf.org](http://www.fund4cyf.org). The Summary Chart will consist of your **outcomes, targets, verification, project steps, milestones and dates.**
2. A copy of the **organization leader's resume.**
3. 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.
4. **Current Fiscal Year Organizational Budget vs. Actual** for both revenue and expenses that must include the following:
  - A column for all Actual Revenue and Expense line items.
  - A column for all Budget Revenue and Expense line items.
  - Include an explanation for major variances in your organization's budgeted vs. actual revenue and expenses.
  - 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. **Previous Fiscal Year Organizational Budget vs. Actual** for both revenue and expenses that must include the following:
  - A column for all Budgeted Revenue and Expense line items.
  - A column for all Actual Revenue and Expense line items.
  - Include an explanation for major variances in your organization's budgeted vs. actual revenue and expenses.
  - 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.
6. **Next Fiscal Year – Organization Budget**  
If this application is being made during the last quarter of the organization's fiscal year, please provide the organization's projected/proposed draft budget for the next fiscal year including projected revenue and expenses.

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7. **List of major funders - Current Fiscal Year.**
  - Indicate name of funder.
  - Indicate amount received for each funder.
  - Specify if amount is collected, committed, or projected.
8. **Comparative organizational balance sheet** for the most recent closed month from the current and previous fiscal year. E.g. Month 2018 versus Month 2017.
9. 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 2016.**

**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.

10. Any **letters of commitment** or agreement from partners and/or key collaborators and supporters.
11. **Grant Budget:**
  - A detailed budget that summarizes revenue and expenses for the expected grant period: **January 1, 2019 – December 31, 2019.**
  - Please include information on other resources (cash or in-kind) that will be leveraged to support your organization's programming. Please list specific amounts requested from foundations, corporations, and other funding sources, as well as the status of those requests (pending or committed). Be sure to include all revenue sources, committed and pending. For pending requests, please indicate the date you expect notification.
  - Provide specifics on how the FFCYF grant will be allocated within the budget. **Create a separate column and provide the dollar amount for the applicable line items.**
  - Include a one-page budget narrative.

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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**

**Safari and Google Chrome are not compatible**

**APPLICATION PROCESS**

To submit a full proposal, cut and paste the link below into your preferred web browser:

[https://www.grantrequest.com/SID\\_5491?SA=SNA&FID=35108](https://www.grantrequest.com/SID_5491?SA=SNA&FID=35108)

1. **Access the application form.** Use the link listed above.
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.
  - a. Each item on the checklist must be individually uploaded into the system and properly labeled.
  - b. Documents will only be accepted in PDF file format. Please reference Appendix B for a list of PDF software resources.
  - c. **Illegible or incomplete applications will not be considered. Please DO NOT use special characters (such as /, \*, % , etc.) or spaces in the file names.**
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\\_5491?SA=AM](https://www.GrantRequest.com/SID_5491?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.**

**Technical questions regarding the online application system can be directed to Melen Hagos at  
mhagos@thecommunityfoundation.org.**

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**PDF CONVERSION SOFTWARE**

- **Please note that all application attachments must be submitted as PDF documents.**
- 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.
- If you must use a document scanner to create a PDF, please ensure that the resulting file is easy-to-read.
- Please remove any password protections or coding prior to uploading your documents.

The list below contains some of the PDF generators available, many of which are free or reasonably priced. The Community Foundation does not endorse any particular software.

Adobe

<http://www.adobe.com/products/acrobatstd/main.html>

Bullzip PDF Printer

<http://www.bullzip.com/products/pdf/download.php>

Docupub

<https://docupub.com/pdfconvert/>

novaPDF

<http://www.novapdf.com/>

PDF24 Creator

<https://en.pdf24.org/>

PDFcreator

<http://www.pdfforge.org/pdfcreator>

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**APPENDIX B: APPLICATION CHECKLIST**

	Participated in one Informational Webinar <b>(Strongly encouraged for all applications)</b>
	Participated in one Outcomes Funding Webinar <b>(Strongly encouraged for all applications)</b>
	Narrative <b>(Required for all applications)</b>
	Summary Chart <b>(Required for all applications)</b>
	Organizational Leader's Resume <b>(Required for all applications)</b>
	List of board members <b>(Required for all applications)</b>
	Current fiscal year: Organizational budget v. actual, for both revenue and expenses <b>(Required for all applications)</b>
	Previous fiscal year: Organizational budget v. actual, for both revenue and expenses <b>(Required for all applications)</b>
	Next Fiscal Year – Organization Budget <b>(only if applicable)</b>
	List of major funders – current fiscal year <b>(Required for all applications)</b>
	Comparative organizational balance sheet for the most recent closed month from the current and previous fiscal year <b>(Required for all applications)</b>
	Most recent audited financial statements (include auditor's management letter), or provide pages 1-6 of most recent IRS Form-990. <b>Audited financial statements should not pre-date 2016.</b> (Required for all applications)
	Letters of Commitment <b>(Only if applicable)</b>
	Grant Budget <b>(Required for all applications)</b>
	A 1-page budget narrative <b>(Required for all applications)</b>

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