

# Fund for Children, Youth, and Families (FFCYF): Informational Webinar

- Dial-In Number: 1-866-740-1260  
Access Code: 2884591
- A recording of the webinar will be made available at [www.fund4cyf.org](http://www.fund4cyf.org).

# Fund for Children, Youth, and Families: Informational Webinar

## Agenda

- Background
- Eligibility
- Overview of the Request for Proposal (RFP)
- Questions & Answers
- 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:

1. The organization has a 501(c)(3) designation.
2. The organization's funding request will address the Fund for Children, Youth, and Families' (FFCYF) Outcomes.
  - **Program/project support:** 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.
  - **General operating support:** 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. 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

## 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.

# 2018 FFCYF Grant Cycle: Timeline



<b>FFCYF Grant Cycle Activity</b>	<b>Date</b>
FFCYF Application Submission Deadline	Friday, September 21, 2018, 4:00pm
FFCYF Final Funding Notifications	December 2018
Informational Webinar	Wednesday, August 15, 2018, 10:00am – 11:30am
Informational Webinar	Tuesday, August 21, 2018, 10:00am – 11:30am
Outcomes Funding Webinar	Thursday, August 16, 2018 10:00am – 11:30am
Outcomes Funding Webinar	Wednesday, August 22, 2018 10:00am – 11:30am



# Completing Your Application

## 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.

# Questions & Answers

- **At this time please limit your questions to the application guidelines.** Questions specific to your application can be presented 'off-line' to Alicia Reid, [areid@thecommunityfoundation.org](mailto:areid@thecommunityfoundation.org).
- 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.

# 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=35108](https://www.grantrequest.com/SID_5491?SA=SNA&FID=35108)

## 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 Your Tax ID Number

Enter your organization's tax identification number:

Please enter your Tax ID:

# Step 3: Welcome Page



The screenshot shows the 'Welcome Page' of the Greater Washington Community Foundation's Online Application Portal. At the top, there is a navigation bar with the following tabs: 'Welcome Page', 'Organizational Information', 'Points of Contact', 'Proposal Request', 'Narrative', 'Attachments', 'Authorization', and 'Review My Application'. The 'Welcome Page' tab is currently selected. Below the navigation bar, the page title is 'Welcome Page' and there are links for 'Printer Friendly Version' and 'E-mail Draft'. A red asterisk indicates a required field: '\* Required before final submission'. The main content area contains a welcome message: 'Welcome to Greater Washington Community Foundation'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@thecomunityfoundation.org. Technical questions regarding the online application system can be directed to Melen Hagos at mhagos@thecomunityfoundation.org.' At the bottom of the page, there are two buttons: 'Save & Finish Later' and 'Next'. A red arrow points to the 'Next' button.

**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  
Greater Washington Community Foundation ✓

\* Mailing Address Street  
1325 G Street NW

\* Mailing Address City  
1325 G Street NW

\* Mailing Address State  
Washi ✓

\* Mailing Address Postal Code  
20005

\* Phone  
[999-9999-9999]  
202-955-5870

Fax  
[999-9999-9999]

\* E-mail Address  
areid@thecommunityfoundation.org

Website Address  
www.thecommunityfoundation.org

\* Tax ID  
23-7343119

\* Current Organization Budget  
[99,999,999]  
1

\* Fiscal Year Start Date  
[MM/DD/YYYY - (MM/DD/YYYY)]  
1/1/2018

\* Fiscal Year End Date  
[MM/DD/YYYY - (MM/DD/YYYY)]  
12/31/2018

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

### Points of Contact

\* Required before final submission

Chief Executive/President/Executive Director

\* Prefix  
Ms

\* First Name  
Alicia

Middle Name

\* Last Name  
Reid

Suffix

\* Title  
Community Investment Officer

\* Office Phone  
[999-9999-9999]  
2022654774

Office Fax  
[999-9999-9999]

\* E-mail  
areid@thecommunityfoundation.org

Proposal/Grant Primary Contact

\* Prefix  
Ms.

\* First Name  
Jane

Middle Name

\* Last Name  
Doe

Suffix

\* Title  
Community Investment Associate

\* Office Phone  
[999-9999-9999]  
202-265-4174

Office Fax  
[999-9999-9999]

\* E-mail  
jdoe@thecommunityfoundation.org

Final: Friendly Version | Email Draft

# Step 5: Accessing A Saved and Un-complete Application



A screenshot of a web form for a grant application. The form includes fields for 'Office Phone', 'Office Fax', and 'E-mail'. Below these fields is a button labeled 'Save & Finish Later' with a 'Next' button to its right. A red arrow points from the 'Save & Finish Later' button towards the text below.

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](https://www.GrantRequest.com/SID_5491?SA=AM)



A screenshot of a login page titled 'Please Sign In'. It contains the following text and fields:

- 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.

Below the text are two input fields: 'E-mail' with a 'New Applicant?' link below it, and 'Password' with a 'Forgot Password?' link below it. A 'Login' button is centered below the fields.

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

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

\* 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. 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](http://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@thecommunityfoundation.org](mailto:areid@thecommunityfoundation.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
<a href="#">test.pdf</a>	8/14/2018	31 KB

Remove

Document Name

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

Save & Finish Later Review & Submit

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

- **At this time please limit your questions to the application guidelines or the online application submission process.** Questions specific to your application can be presented 'off-line' to Alicia Reid, [areid@thecommunityfoundation.org](mailto:areid@thecommunityfoundation.org).
- 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.
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Alicia Reid

Community Investment Officer

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[www.fund4cyf.org](http://www.fund4cyf.org)

