



Project of the Community Foundation for Southern Arizona

The Fund for Civility, Respect and Understanding

Proposal Guidelines and Instructions

Who we are:

The Fund for Civility, Respect and Understanding was created by Ron Barber and his family while he was recovering in the ICU following the tragic event in Tucson on Jan. 8, 2011. Their desire was to sustain and build upon the community response of goodwill, compassion and kindness. The Fund works with its Advisory Board, Executive Committee and task forces to advance the mission and is currently focused on mental and emotional health.

The Fund for Civility, Respect and Understanding's Mission:

To promote civility, respect and understanding in order to improve the safety and well-being of our community.

The Fund for Civility, Respect and Understanding is a living memorial to the events of Jan. 8, 2011. We are working to build a community where people feel safe, are treated with dignity, and where we can all work together without rancor to solve community problems.

Grant Awards for implementation June 2013 to May 2014

The Fund for Civility, Respect and Understanding will award grants up to \$4,000. Funds come from individual and corporate donations, as well as fundraising concert events. The Fund supported the Alliance Fund's Queer Youth Initiative with a matching grant of \$2,500 in its September 2012 grant rounds.

- *We encourage funding applications for projects that educate and provide resources to combat bullying throughout the lifespan.*
- *We also encourage funding applications for projects that reduce the stigma of mental illness so people can get the help and support they need.*

Funding Restrictions

The Fund for Civility, Respect and Understanding **will not** provide grants for:

- Individuals
- Campaigns to elect public officials or influence legislation/lobbying
- Capital fund drives
- Debt reduction
- Endowments
- Fundraising events
- Programs or projects inconsistent with federal, state, local non-discrimination statutes regarding equal employment opportunities

Grants must be made to nonprofit organizations qualified under Section 501(c)(3) of the Internal Revenue Code, or otherwise fill a charitable purpose.

Funding Possibilities

The Fund for Civility, Respect and Understanding will consider grant proposals from but not exclusive to the following groups:

- Schools of all levels
- Church groups
- Senior care facilities
- Workplace
- Intervention groups
- Pre-existing programs

Areas of Interest

The Fund for Civility, Respect and Understanding will make grants in the following interest areas:

- Projects that educate and provide resources to combat bullying throughout the lifespan.
 - We prioritize:
 - Interventions over awareness campaigns.
 - Programs that focus on institutional change or cultural change
 - Programs that look at the culture in which the bullying is taking place
 - Programs that work to create an optimum healthy environment for all
 - Programs that include one or more of the following: bystander intervention, empathy building, resiliency, problem solving, self-regulation and taking responsibility
- Projects that target the reduction of the stigma of mental illness so that people can get the support and help that they need
 - A clear goal and follow-up when funding is for a one-time event



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Proposal Processes

Application forms are available on the Fund for Civility, Respect and Understanding website at www.fundforcivility.org

Submit an original of each of the following items in the following order by Feb. 8, 2013 *in the below order* to grants@fundforcivility.org:

- A completed Project Summary form
- A completed Project Budget form
- A completed Organizational Leadership Roster
- A Project Narrative describing the proposed project for which you are requesting funds.
 - This narrative should follow the guidelines below.
 - This narrative should be a maximum of three (3) typed pages using the following format: 12 pt. font.

PROJECT NARRATIVE: Please respond to the following statements/questions in this order and use the headings indicated in your proposal:

- A. **NEED:** Describe the need in the community for your project, including any collaborations with other organizations or programs..
- B. **IMPACT:** Tell us who will be positively affected by your project. Be as specific as possible about the population you are targeting.
- C. **GOALS:** State **measurable** goals for the proposed project that can be accomplished during the funding period; discuss anticipated benefits for all the participants.
- D. **PROJECT DESIGN:** Describe the project for which funding is requested. Include project activities, methods of outreach and participant recruitment, and staffing. Include the total number of people to be served.
- E. **EVALUATION:** Describe how you will know if your project is successful (e.g., how you will

measure the outcomes).

- F. ORGANIZATIONAL CAPACITY:** Describe your experience working in bullying or mental health. Briefly list the qualifications/experience of key leadership staff that illustrate why they can be expected to succeed.
- G. SUSTAINABILITY:** If this project succeeds and continues to fill a community need, how will it be sustained and supported in the future?

*Label each of the headings “A–G” as shown above and provide the appropriate narrative text. You can determine how much space to use for each answer, **as long as the narrative does not exceed three pages.***

Please provide one copy of your IRS 501(c)(3) determination letter (if applicable). To be considered for funding, groups without tax-exempt status please provide your statement of purpose and decision-making process.

Please do not include:

- Any attachments that are not requested or any videos, PowerPoint presentations, DVDs

Project Managers Meeting

- If selected as one of the top reviewed proposals, project managers will be required to attend a 30-minute meeting with our Grants Committee on either Feb. 28 or March 1, likely in the afternoon. Please plan accordingly.
- Being requested for a project managers meeting does not guarantee funding.

Site Visit

- We will schedule a site visit at six months in conjunction with the reporting requirement.

Reporting Requirements

Grantees must submit a six-month progress report and a final year-end report via email. Format will be furnished and we encourage reporting of both successes and failures within the project.

Expectations for Acknowledgement of Fund for Civility, Respect and Understanding Support

Recipients of the Fund for Civility, Respect and Understanding grants agree to acknowledge support on their public project materials using the Fund for Civility, Respect and Understanding or the Fund’s End of Bullying logo and/or a statement such as “This project is supported in part by funds from the Fund for Civility, Respect and Understanding, a special project of the Community Foundation for Southern Arizona.” We also request that grantees include acknowledgement and the Fund logo(s) on their website, with a link back to the Fund for Civility homepage. Logo/website packages will be sent to funded projects.

Application Deadline

Completed application packets must be received via email by the close of business, 5 p.m. on Feb. 8, 2013. Applications received after the deadline will not be considered for funding. Awards will be announced in April 2013 and given out in May 2013. Email proposals to grants@fundforcivility.org

Tips To Help You Prepare Your Proposal

The PROJECT SUMMARY

- This form is self-explanatory

The NARRATIVE

- Use plain language. Avoid terms and acronyms that no one outside your agency/field understands.
- Do not tailor your proposal to what you may think the Fund wants to hear. Be realistic about the number of individuals your project will serve. Only you know the capabilities of your staff, the resources needed to conduct the project, the record keeping systems you will have in place to monitor your programs impact. We want you to be successful but nothing is gained by promising something that is impossible to deliver during a one-year grant period.
- It is important that you review the Areas of Interest provided in the instructions and tailor your narrative to the one that best fits the project you would like the Fund to support.
- Think strategically about the amount of space you allocate to each question.
Remember: **You are limited to three pages for your narrative.**
- Don't make it more difficult than it is.

The PROJECT BUDGET

- You may include a budget narrative or notes to clarify any line that needs explanation. Err on the side of providing more information, rather than less.
- Make sure the numbers add up. Verify amounts down columns and across rows. Check for typographical and mathematical errors.
- Make sure numbers match wherever they appear in the proposal. For example, the amount requested from the Fund for Civility should be the same on the Proposal Summary Sheet as it is in the Column A of the Project Budget form.
- Be sure to list the source(s) and amount(s) of all secured funding (secured means funds you either have in hand or have notification that you will receive- an award letter, for example).
- Do not forget to list the source(s) and amount(s) for all pending funding (pending means that you *hope* to receive support from these entities, individuals, events, etc. to support the project).
- Do not ask the Fund for Civility to cover expenses (in column A) that are not related to the proposed project. The Fund for Civility does not cover general, indirect or operating expenses. For example, include the organization's electric bill in the budget plan that would have to be paid regardless of this project being funded.
- Feel free to change the categories listed under "Project Expenses" to reflect your project's costs. Remember to list personnel by title and indicate the percentage of their time that will be spent on the proposed project if funded.