Dream Tags Charitable Fund
Open Request for Proposal

COMMUNITY FOUNDATION
of Western Nevada

The Community Foundation of Western Nevada accepts proposals year-round for grants from the Dream Tags Charitable Fund. Proposals will be considered by the Advisory Board on Dream Tags at their next meeting and on an as-needed basis for emergency funding requests. Grant recommendations must be approved by the Board of Trustees of the Community Foundation. **Deadline for non-emergency proposals is noon on February 8, 2019. Emergency funding requests may be submitted at any time.**

The Dream Tags Charitable Fund provides funding to engage Nevadans in wildlife conservation by focusing donated funds to restore resilience in at-risk Nevada habitats with strategic collaborative projects for sustained impact that supports the preservation, protection, management, or restoration of wildlife and its habitat. To be considered for funding, project proposals must demonstrate measurable impact in accordance with this purpose.

Applicants must be registered 501(c)(3) nonprofit agencies, nonprofit educational institutions, or governmental entities. Projects must be performed in Nevada. Grants are typically paid on a reimbursable basis for actual expenditures. Funding will not be provided for work performed prior to grant approval.

Please **submit 1 pdf copy**[1] **via email** of your proposal. Proposals are encouraged for the following:

A. Projects that improve, protect, or restore habitat
B. Projects that embrace unique opportunities for advancing the mission of wildlife conservation in Nevada
C. Projects that address emergency needs
D. Other projects that meet the evaluation criteria (see page 6)

Applicants must provide a minimum 25 percent match for funds requested. Guidelines for requests of matching funds are provided in the following application form.

Applications may be sent to the Community Foundation of Western Nevada by email to lrenda@nevadafund.org **to be considered for funding**. For questions or additional information, contact Lauren at the Community Foundation office. The application is also available in non-fillable pdf online at www.nvdreamtag.org.

The application may be reproduced, retyped, or sections increased or reduced in length but must follow the same order. Please use the following checklist to ensure your application is complete:

- ☐ Proposal, starting with Cover Sheet plus narrative sections, is a maximum of 5 pages on 8 ½" x 11" paper in readable font (i.e. Times New Roman 12 pt.)
- ☐ Budget is page 6
- ☐ Pages are numbered
- ☐ You are submitting 1 pdf copy
- ☐ You have emailed the pdf to lrenda@nevadafund.org and received confirmation of receipt

If you/your organization are submitting more than one project for consideration, be prepared to prioritize the projects.

[1] Note: Put your application, budget, and any photos into ONE pdf file. Submit your required attachments via email clearly labeled with your organization's name in the file name. Send your files to lrenda@nevadafund.org.

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Cover Sheet

Organization Name:	**Office Use Only**
Organization Type: **501(c)(3) EIN#_____ Governmental entity? Y/N**	Date received: Project #
Address:	Grant Amount:
Project Name: **Is this proposal being submitted as an Emergency funding request? (Circle one) Yes / No**	
Amount requested:	**Website:**
Project start date (mm/yyyy):	**Projected completion date (mm/yyyy):**
This funding will be used to (complete this sentence with a max of 2 sentences):	

Key People:	**Director:**		
	Board Chair:		
	Project Contact:	**Name:**	
		Position:	
		Phone:	
		Fax:	
		Email:	

Organization Mission:
Project is on (check all that apply) ____Public _____ Private land.
Are government permits or decision documents needed for the project? ____Yes _____No **If so, are those permits and decision documents already secured? ____ Yes ____ No** **If permits and decision documents are needed but not yet secured, in #4 of the Narrative Requirements provide a list of permits and documents needed and a schedule for securing them.**

Has your organization received other grants from the Dream Tags Fund? **Yes/No** (use additional pages to list ALL funded projects)	If yes,	
	Date awarded:	
	Project # & title:	
	Amount of Award:	
	Date awarded:	
	Project # & title:	
	Amount of Award:	

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DESCRIPTION OF PROJECT UNDER CONSIDERATION

Indicate the description that best fits the project you are proposing. Mark no more than three categories:

____ A. Projects that improve, protect, or restore habitat
____ B. Projects that embrace unique opportunities for advancing the mission of wildlife conservation in Nevada
____ C. Projects that address emergent needs
____ D. Other projects that meet the evaluation criteria

NARRATIVE REQUIREMENTS

Provide answers for all sections below; use the numbers and topics (in **bold**) to label each section in your response. Your application is limited to 5 narrative pages, including the cover sheet. Your budget is page 6. **All projects are required to have measurable outcomes:**

1. Specific **project goals and measurable outcomes**. How do these tie to the project description?

2. **Project location**.

3. **Project description**. Include site map and aerial photos if applicable/possible. Maps and photos must fit on 8-1/2" x 11" paper and may be attached at the end of your proposal after the budget.

4. **Permitting**. Provide a permitting schedule for your project along with your plan for getting the required permits and decision documents. Be sure to include the cost of permitting/decision documents as a line item in your budget.

5. If **future phases** of the project will be needed, identify anticipated sources of funding.

6. **Principals involved** in leading or coordinating the project or activity.

7. Number of **staff positions involved** in project: Fulltime_____Part-time_____("Fulltime" means 100% of their staff position will be dedicated to this project; "part-time" means only a portion of their staff position will be dedicated to this project)

8. Number of **volunteers involved** in project and an estimated number of volunteer hours.

9. **Time Line** of Project. List key dates and include project milestones. *Note*: Be realistic in your estimate of dates and milestones. List any factors that may cause a delay in implementing and/or completing the project.[2]

10. **Success**. Tell the committee how we will know you succeeded in what you proposed to do.

11. **Grant match**. All applicants must provide a match of at least 25 percent for dollars requested. The match may be with funding and/or in-kind services. Complete the Grant Match section of the application.

12. **Project budget** (see Sample Budget Template on page 5 of this RFP). Provide detail on line-item expenditures and show which costs are to be paid for by the Dream Tags Charitable Fund grant, which expenses will be paid by other sources of funding, and which will be paid for with in-kind services.
    - *Note:* Project budget must be on its own on page 6.

Grants from the Dream Tags Charitable Fund are typically paid on a reimbursable basis for actual expenditures only. Craft your budget in such a way that requests for reimbursement correspond to the original budget.

[2] Funding will not be provided for work performed prior to grant approval.

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Grant Match

Match amount to be provided:	**$**
Match details:	Please provide the form of your matching funds. If match is made up of both cash and in-kind, fill in both sections. Match is: Cash: **$** In-kind: **$** Note: Provide an itemized breakdown of volunteer match in your budget with rationale. For the cash portion of your match, is the funding already being held by the applicant for this project? Yes __ No __
Description of matching funds/in-kind donations:	

REQUIRED ATTACHMENTS
Submit the following attachments via email. Clearly label each file with your organization's name.

Nonprofits submit:
- □ Last audited financial statements if your organization has been audited
- □ List of Board of Directors
- □ Copy of agency's IRS 501(c)(3) Tax Determination Letter
- □ Copy of the agency's most recent IRS Form 990

Governmental entities submit:
- □ Departmental budget in lieu of audited financial statements

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SAMPLE BUDGET TEMPLATE

	ORIGINAL PROJECT BUDGET				REIMBURSEMENT REPORT	
Budget Item Description*	**DT $**	**Other Funding Name****	**Match $**	**Total**	**Expenditures to date DT**	**Expenditures to date (other sources)**
Design/Engineering	$xx,xxx	Agency X	-	$xx,xxx	$xx,xxx	
Permitting	$xx,xxx	Agency X	$x,xxx	$x,xxx		$x,xxx
Labor--paid	$x,xxx	Agency X	$x,xxx	$x,xxx	$x,xxx	
Labor—volunteer***		Own people	$xx,xxx	$xx,xxx	$x,xxx	
Construction	$xx,xxx	Agency Y	$xx,xxx	$xx,xxx		
Materials	$xx,xxx	Agency Y	$xx,xxx	$xx,xxx		
Other (be specific)	$xx,xxx	Agency Y	$xx,xxx	$xx,xxx		
Overhead	$xx,xxx	Own agency	$xx,xxx	$xx,xxx		
TOTAL	$xxx,xxx		$x,xxx	$xxx,xxx	$xx.xxx	$x,xxx

*These are sample descriptions.
**Explain status of other funding if not in hand.
***Provide an itemized breakdown by skillset per hour.
If project is to be implemented in phases, please separate budget into each phase.

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GRANTEE REQUIREMENTS

To be eligible for funding, grantees must adhere to the following requirements:

- Monies are to be used and/or disbursed exclusively for the charitable uses and purposes.
- The Dream Tags Fund shall be used exclusively to provide support for the preservation, protection, management or restoration of Nevada's wildlife and its habitat.
- The Charitable Beneficiaries may include 501(c)(3) organizations and governmental entities. Any grants to governmental entities must be made exclusively for public benefit purposes.
- All grantees will be required to sign a grant agreement stipulating their agreement with all of the terms, conditions, and reporting requirements.
- To maintain eligibility to receive grant funds, each Charitable Beneficiary must comply at all times with the following requirements:
    1. Charitable Beneficiaries must be exempt from federal income taxation under Section 501(c)(3) of the Code;
    2. Charitable Beneficiaries shall use all Fund distributions toward projects that are appropriate and legal public expenditures;
    3. Charitable Beneficiaries must provide financial details and/or reports of their organizations upon request;
    4. Charitable Beneficiaries must not use any Fund distributions for political contributions or political advocacy;
    5. Charitable Beneficiaries must implement the projects, activities, and/or programs for which they received Fund distributions as agreed upon in the grant acceptance agreement, or must return all such distributions to the Community Foundation forthwith;
    6. Charitable Beneficiaries must provide the Community Foundation with quarterly reports detailing the activities of their projects and/or programs; and
    7. Charitable Beneficiaries must sign an agreement regarding their compliance with the qualifications hereof.

PROJECT EVALUATION CRITERIA

Each proposal will be evaluated on criteria that include but are not limited to:

- Measurable outcomes in accordance with the exclusive goal of the Dream Tags Charitable Fund.
- Monitoring and reporting to learn from the project and track project accomplishments.
- Closeness of project focus to areas of funding emphasis (on-the-ground habitat improvements).
- Readiness of sponsoring organization to undertake and complete project.
- Opportunities to partner with others to leverage funds and accomplish larger outcomes.
- Consistency with established Dream Tags Charitable Fund operations (timeline, match, etc.).
- Impact on preservation, protection, management, or restoration of Nevada's wildlife and its habitat.
- Absence of negative or unintended consequences.
- Solutions to known problems as identified through past research and monitoring.