



THE WOMEN'S FOUNDATION OF COLORADO GRANTMAKING GUIDELINES

About The Women's Foundation of Colorado

For thirty years, The Women's Foundation of Colorado (WFCO) has worked to ensure every woman and girl in Colorado has the opportunity to achieve her full potential.

Our Vision

A future where Colorado women and girls of every background and identity prosper

Our Mission

Catalyzing community to advance and accelerate economic opportunities for Colorado women and their families

Our Core Values

Promise: We believe in infinite possibilities. We know all women and girls have the innate potential and power to succeed.

Leadership: We are willing to take risks in pursuit of our vision. We will lead in harnessing passion to include and amplify the voices of diverse women and girls. We believe that leadership by women and girls in all sectors makes a positive difference in communities and society.

Community: We understand that advancing women's economic self-sufficiency is complex, requiring the insights, investments and commitment of many. We believe that we can achieve more in partnership with others.

Learning: We seek to learn from our grantees, strategic partners and others to inform our research and to identify needs. We believe mutual and continuous learning will not only advance progress toward our vision but also stimulate innovative solutions to issues impacting women and girls.

Equity and Inclusion: We strive to understand intersections of identities and to address structural systems of inequity in the pursuit of equity. We believe that deliberately including diverse perspectives in our work and in our decision making will lead to better results.

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Stewardship and Accountability: We act with integrity and intentionality, look back and forward on important issues, focus on systemic change, and measure our results. We hold ourselves accountable to our mission, our donors, our stakeholders, and the communities we serve.

Our Inclusiveness Statement

For 30 years, The Women's Foundation of Colorado has worked to ensure that, without exception, all women and girls across our state thrive. As a community foundation, our work is guided by inclusive philanthropy – the love of human kind. It is in accordance with our values and our unwavering belief in the promise of all people -- regardless of gender, class, race, ethnicity, religion, national origin, immigration or refugee status, sexual orientation, gender expression, abilities, political affiliation, or any other community -- that we lead change.

We firmly ground all of our work, including grantmaking, in ongoing research through which we identify the issues and places, and with whom, we can have the greatest impact. For more information about our research, visit our [website](#).

Our Grantmaking Priorities

The Women's Foundation of Colorado seeks to dramatically increase the number and percent of women in our state who earn a livable wage. In addition to research and policy efforts focused on livable wage, we also provide a limited number of grants to nonprofit organizations across the state.

We will make grants to support two areas:

- 1) Public policy efforts that advance transformative systems-level changes that strengthen economic self-sufficiency for women (November 2017)
- 2) Direct service organizations that support women's acceleration along career pathways to livable wage jobs (January 2018)

WFCO invests in programs and organizations that apply a gender lens to their work. We hope to support organizations that share our commitment to supporting the most vulnerable women in our state, and that respond to the unique strengths and challenges of diverse women in their communities. Our grantees will demonstrate knowledge of and deep engagement with their own communities, and will work with women, other nonprofit organizations, government entities, and corporations to open opportunities and eliminate disparities so that more women can move from surviving to thriving.

Public Policy Grants

WFCO will provide grants to a cohort of public policy organizations that advance systems-level changes to strengthen the economic self-sufficiency of women in Colorado. The Foundation understands that public policy is complex and leads to long-

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term impacts beyond a single year, and we are interested in supporting nonprofits that demonstrate the expertise and capacity to advance policies with statewide impact. We are interested in work that achieves short-term, policy-driven outcomes on its way to long-term impacts.

With this in mind, WFCO is interested in funding policy proposals that will use a gender lens to advance the following WFCO public policy priorities:

- Address root causes of poverty and promote economic self-sufficiency
- Advance opportunities to achieve a livable wage and pay equity
- Expand access to work supports, training, and education
- Improve Colorado's tax and budget policies to allow for sufficient resources to be dedicated to WFCO priorities
- Promote and protect issues and rights aligned with the core values of The Women's Foundation of Colorado

Public policy grantees will be expected to participate in three convenings with WFCO and fellow public policy and direct service grantees each year, during which participants will learn together and share best practices. Grantees will also be expected to regularly report on progress and to participate in a shared project evaluation with fellow grantees and WFCO that will assess agreed upon indicators of progress and provide feedback on what's working and what can be improved.

All 2017 applicants will be applying for one year of funding (November 2017 – November 2018). 2018 grantees may be invited to apply for a second year of funding for 2019, and for a third year of funding for 2020. WFCO anticipates opening up the opportunity to apply for grants to the wider community again for 2021 grants, with an application process to take place in 2020. Though WFCO cannot guarantee future funding, applicants for 2018 funding should be prepared to apply for grants in future years and to participate in the full three-year process.

This year, WFCO will select five to ten Public Policy grantees. Grant size will range from \$15,000 to \$35,000.

We strongly recommend that organizations call WFCO Programs staff before applying, especially organizations that have not received a Public Policy grant from WFCO in recent years.

Application Timeline

- June 1, 2017: Grant Guidelines released
- August 3, 2017: Deadline for all Public Policy grant applications

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- October 1 – October 15, 2017: WFCO staff and volunteers will conduct site visits or phone calls with select applicants
- Mid November 2017: Grant award notification
- September 2018: Grantee progress report and 2019 funding requests due

Direct Service Grants

WFCO will provide grants to a cohort of nonprofit organizations that provide education or training, engage women in career pathways, and facilitate access to comprehensive supports so that more low-income women of diverse backgrounds and identities have the tools to find and keep livable wage jobs. We prioritize programs that work in under-resourced communities in Colorado and those that serve women facing barriers to achieving a livable wage. WFCO is interested in funding proposals that do the following:

- Engage women in career pathways through education and/or training, especially through fostering skills associated with high-demand fields that offer livable wages in their communities. We especially encourage proposals that help connect women's individual interests and passions with career opportunities in science, technology, engineering, and math (STEM) fields
- Provide (either themselves or through partnership) access to soft skills training and support for women who need it, to ensure job attainment and retention
- Connect women with livable wage careers through community partnerships, such as with local employers, educational institutions, or workforce development centers
- Provide (either directly or through partnership) necessary supports, which may include childcare, housing, behavioral health care, transportation, financial literacy training, or address other systemic and historic barriers that make it possible for women to find and keep livable wage jobs by overcoming the barriers standing in their way. We especially encourage proposals that do so as a part of a two-generation strategy
- Demonstrate how their work is likely to move women served to earning a livable wage in three to five years
- Demonstrate how their work builds on the strengths and meets the specific needs of their community, and how they reach, respond to, and work with the diverse women in their community through meaningful resident engagement practices and commitment to equity

Direct service grantees will be expected to participate in two convenings per year with direct service and public policy grantees, during which organizations will learn together, share best practices, and help WFCO understand the unique strengths and challenges in their community. Grantees will also be expected to regularly report on progress and to participate in a shared project evaluation with fellow grantees and WFCO that will

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assess agreed upon indicators of progress and provide feedback on what's working and what can be improved.

All applicants will be applying for one year of funding (January 2018 – December 2018). 2018 grantees may be invited to apply for a second year of funding for 2019, and for a third year of funding for 2020. WFCO anticipates opening up the opportunity to apply for grants to the wider community again for 2021 grants, with an application process to take place in 2020. Though WFCO cannot guarantee future funding, applicants for 2018 funding should be prepared to apply for grants in future years and to participate in the full three-year process.

This year, WFCO will select five to ten Direct Service grantees. These organizations will include large and small organizations and nonprofits that work with women in many different communities in our state. Grant size will range from \$15,000 - \$35,000.

Application Timeline

- June 1, 2017: Grant Guidelines released
- August 3, 2017: Deadline for Letters of Interest (LOI) for Livable Wage Direct Service grants
- September 1, 2017: Selected organizations that submitted LOIs will be invited to submit a full proposal
- September 1 – September 15, 2017: WFCO staff will conduct calls with all organizations invited to submit a full application to discuss applications, answer questions, and schedule site visits
- October 16, 2017: Deadline for Livable Wage Direct Service applications
- November 9 – December 6, 2017: Site visits conducted
- Mid-January 2018: Grant award notification
- November 2018: Grant progress report and 2019 funding requests due

Evaluation

WFCO hopes that projects and programs conducted by its grantees will have demonstrated impact on the number of women earning at self-sufficiency standard. Evaluation will be a part of the funded nonprofits' shared work together. Selected organizations and WFCO will work with a WFCO-funded evaluator to determine what the group would like to measure and track together, both in direct service and public policy. Direct Service grantees will be asked to measure some short and mid-term outcomes in areas such as earnings, job training and skill development, formal/ informal education, poverty level, and employment status. Public Policy grantees will explore ways to track, assess, and celebrate their accomplishments.

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Convenings

Organizations that receive a grant from WFCO in Public Policy or Direct Service will be required to participate in regular convenings. Public Policy groups will participate in three meetings per year, and Livable Wage Direct Service groups will participate in two convenings. WFCO will provide support to cover travel costs for grantees. We encourage three people from each organization to attend— this may include a person who staffs the funded program, the Executive Director, board member, and any other key individuals appropriate for that organization.

December 7, 2017: Public Policy grantee convening in Denver. (December 8, 2017 weather back-up date)

February 8, 2018: All grantee convening in Denver. (February 15, 2018 weather back-up date)

August 22, 2018: All grantee convening in Denver. (August 29, 2018 weather back-up date)

Additional Resources and Learning

All WFCO grantees will have the opportunity to learn from one another, and will also have the chance to learn from field experts. Grantees will participate in the creation of agendas for the convenings.

Important Notes

- WFCO invests in organizations that share our core values and use a gender lens.
- 501(c)(3) organizations, educational institutions, and government entities are eligible to apply.
- 501(c)(4) organizations are not eligible to apply.
- WFCO does not fund grants to individuals, capital campaigns, or one-day conferences or events.
- Only programs and services that target women in Colorado are eligible for funding.
- WFCO invests in stable nonprofit organizations that demonstrate sound fiscal management.
- WFCO is especially interested in funding work with a STEM component and/or two-generation strategies.
- While WFCO will consider applications from new nonprofit organizations or programs, such organizations will need to demonstrate strong plans and likely impact in WFCO's focus areas to be competitive.
- We encourage applications from small nonprofits in rural areas and nonprofit organizations rooted in communities of color.
- The Women's Foundation of Colorado encourages collaborative proposals. If you are considering submitting a collaborative application, call first to discuss your plans.

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- While faith-based organizations are eligible to receive grants, funds cannot be used for proselytizing or promoting religious beliefs. Funds also cannot be used for programs that require participants or beneficiaries to adhere to, hold, or express a general or particular religious belief.
- The opportunity to apply is not a guarantee of funding. It is likely that awarded grants will be lower than the amount requested.

How to Apply

We strongly encourage all potential applicants to call us before submitting a proposal. We are happy to answer any questions.

Call Alison Friedman, manager of programs, at 303-285-2972 or email alisonf@wfc.org.

You can also visit our [website](#) for answers to frequently asked questions (FAQs) and for information about upcoming webinars for interested applicants.

Public Policy applicants submit a full application. Letters of Interest are not required for Public Policy.

Public Policy proposals must be submitted [here](#) by 5:00 pm on Thursday, August 3, 2017. A full list of application questions, and information about how to access CyberGrants, can be found below.

All Livable Wage Direct Service applicants must first submit a Letter of Interest (LOI) to WFCO. Then, a select number of organizations will be invited to submit a full proposal.

Letter of Interest (Direct Service Applicants Only)

The Women's Foundation of Colorado accepts applications, including Letters of Interest, through Cybergrants. Proposal format can be found online [here](#). You may use the below questions to help you prepare your application before submitting it.

Please submit a letter (no more than two pages in length) that includes the following:

- Organization Background and Goals: Discuss the founding and development of your organization. Briefly describe your organization's current goals and programs. (We suggest one to two paragraphs for this section.)
- Program or Project Description: Provide a summary of the plan for the program/project for which you wish to apply for funding. Include the issue/opportunity addressed, goals, and activities. Briefly describe why you are approaching the issue in this way. Include information about whom you serve or plan to serve. Include a brief highlight of relevant evaluation results from past efforts, if available.
 - Note: We are particularly interested in learning about the application of a gender lens in your work. If your organization includes a STEM approach or a two-generation strategy, please be sure to describe those

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components as a part of the project description. (We suggest at least one page for this section.)

- **Budget:** Include, in no more than two sentences, the organization's annual budget, an estimate of the total annual project budget, and the size of grant you hope to request from WFCO.

LOIs must be sent submitted [here](#) by 5:00 pm on Thursday, August 3, 2017.

Direct Service applicants that are invited to submit a direct proposal will be notified on August 28, 2017. Those organizations must then submit full proposals by 5:00 pm on Monday, October 16, 2017.

Application Questions

The Women's Foundation of Colorado has modeled its application questions on the Colorado Common Grant Application. We accept applications through CyberGrants. Proposal format can be found online [here](#). You may use the below questions to help you prepare your application.

- 1. ORGANIZATION BACKGROUND.** Discuss the founding and development of the organization. Explain the original issue and/or opportunity the organization was founded to address and how that may have changed over time. *Note: Organizations invited to submit a full Livable Wage Direct Service application will have this field populated by their responses to the Letter of Interest.*
- 2. GOALS.** Describe the organization's current goals. *Note: Organizations invited to submit a full Livable Wage Direct Service application will have this field populated by their responses to the Letter of Interest.*
- 3. CURRENT PROGRAMS.** Provide a brief description of the organization's current programs. Include population and numbers served, as well as expected results. *Note: Organizations invited to submit a full Livable Wage Direct Service application will have this field populated by their responses to the Letter of Interest. Organizations can then expand on their answers with population and numbers served, as well as expected results.*
- 4. PROGRAM OR PROJECT REQUESTS ONLY.**
 - a) Provide a summary of the plan for the program or project request. Include the issue and/or opportunity addressed, goals and objectives, activities, and timeline.
 - b) Explain why the organization is approaching the issue and/or opportunity in this way. Please briefly include any research or best practices underlying your approach.
Note: In this section, organizations invited to submit a full Livable Wage Direct Service application should expand on the program/project as described in their

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Letter of Interest and add more detail as it is relevant. While these programmatic approaches are not required, if your organization uses a two-generation approach or supports a STEM career pathway, we ask that you mention it in this section.

- 5. EVALUATION.** *Respond to (a) AND (b), then respond to (c) OR (d) as relates to your specific request.*
 - a) Describe the organization's overall approach to evaluation.
 - b) Describe how the organization measures impact. If this is a program request, describe how impact is measured for the program that is the subject of this proposal.
Respond to (c) OR (d). This information captures results from the past:
 - c) For general operating or capital requests: Summarize key evaluation results or findings that demonstrate the organization's impact. Indicate the time frame for the results or findings.
 - d) For program or project requests: Summarize key evaluation results or findings that demonstrate the program or project impact. Indicate the time frame for the results or findings.
- 6. COLLABORATION.** Describe the organization's most significant interactions with other organizations and efforts. For program and project requests, address this question with respect to that program or project only. Livable Wage Direct Service applicants should include descriptions of any partnerships with employers or partnerships that develop soft skills or provide access to necessary supports that make it possible for women to find and keep a livable wage job.
- 7. INCLUSIVENESS.** Describe how the organization strives to be inclusive in its programs, staff, board, and volunteers, and describe the progress to date.
- 8. BOARD/GOVERNANCE.** Describe the role of the board of directors in advancing the mission of the organization. Include the key issues related to board effectiveness that are being addressed this year, the organization's policy regarding board terms, and the percentage of the board that contributes financially to the organization.
- 9. PLANNING.** Describe the challenges and opportunities facing the organization in the next three to five years. Additionally, describe how the organization engages in planning and describe the focus of any current planning efforts.
- 10. OPTIONAL.** If there is additional information that is vital to convey in this proposal, do so here.

ATTACHMENTS

Financial Attachments

Note: Provide explanations for items that may raise questions in any of the attached financial documents.

1. **BUDGETS.** Include revenues and expenses.
 - a) The organization’s operating budget for the current fiscal year. If available, also include the budget for the upcoming fiscal year.
If the request is for a program or project, also include:
 - b) Program or project budget for the program period.
 - c) Public Policy Applicants only: Please describe if/how grant funds will be used for direct lobbying or grassroots lobbying. Up to 25% of the grant may be dedicated to grassroots lobbying and total expenses for direct and grassroots lobbying may be up to 50% of the total grant amount. For example, if the grant request is \$30,000 total, up to 25% or \$7,500 may be used for direct lobbying. If applicable, provide the total dollar amount that will be dedicated to direct lobbying and the amount for grassroots lobbying expenses.

2. **CURRENT (YEAR-TO-DATE) FINANCIAL STATEMENTS.** Include a Statement of Financial Position (Balance Sheet) and Statement of Activities (Income and Expense Statement) through the most recently completed operating month available (must be within the past three months). Provide the Statement of Activities in a budget-to-actual format if the organization uses that format.

3. **YEAR-END FINANCIAL STATEMENTS, AUDIT, AND SOURCES OF INCOME.** Include the most recent fiscal year-end financial statements, audited if available. If the organization has an audit, but it is not available for the most recent fiscal year-end, also include the most recent audit.

Sources of Income Table Complete the table below for the organization as a whole, based on the most recently completed fiscal year. Categories may be modified to fit your organization’s funding sources.

| Percentage | Funding Source |
|------------|---|
| % | Government grants (federal, state, county, local) |
| % | Government contracts |
| % | Foundations |
| % | Business |
| % | Events (include event sponsorships) |
| % | Individual contributions |
| % | Fees/earned income |
| % | Workplace giving campaigns |
| % | In-kind contributions (optional) |

| | |
|---|--------------------------------|
| % | Other |
| % | TOTAL (must equal 100%) |

4. **MAJOR CONTRIBUTORS.** For the previous two fiscal years, list major contributors (foundations, businesses, government, individuals) with amounts. Do not include names of individual donors.
5. **IN-KIND CONTRIBUTIONS.** Summary of significant in-kind donations (donated goods and professional services) received by the organization for the last fiscal year.

Other Attachments

6. **BOARD OF DIRECTORS LIST.** Include the following information for each board member:
 - Position(s) on the board (officer and committee positions)
 - Occupation and name of employer and/or affiliation(s)
 - City or county of residence
 - Term end date for each board member
7. **ANTI-DISCRIMINATION STATEMENT** adopted by the board of directors.
8. **LIST OF NAMES AND QUALIFICATIONS OF KEY STAFF,** including length of service with the organization. *Do not* include job descriptions or resumes.

Additional Attachments for Fiscal Agents/Fiscal Sponsors

1. **THE MEMORANDUM OF UNDERSTANDING** or the contract between the organization and the fiscal agent/fiscal sponsor.
2. **FINANCIAL ATTACHMENTS** 1(a), 2, & 3 for the fiscal agent/fiscal sponsor.
3. **BOARD OF DIRECTORS LIST** for the fiscal agent/fiscal sponsor.