

April 23, 2009

Dear Non-Profit Manager,

The Portland Community College Students4Giving Project, is a grant-making program open to non-profit organizations in the Portland area. Students chose to focus on issues of domestic abuse and violence this term and have identified your organization as a candidate for receiving funds. This cover letter describes the purpose of the Students4Giving Project and eligibility criteria, followed by the guidelines to follow to submit a proposal. We hope that you will submit a proposal so that we may have the opportunity to support you in your efforts.

The Students4Giving project was originally funded by the Campus Compact and the Fidelity® Charitable Gift Fund in 2007 to educate and inspire a new generation of philanthropists. The project is now sustained through volunteer student fundraising efforts including an online auction in the fall and textbook drives throughout the year. The project emphasizes the need for understanding social issues, how to develop and manage the grant-making process, and the roles played by philanthropists and non-profit organizations in our communities. This grant cycle is being conducted within a new course called Introduction to Nonprofits and Philanthropy.

Goals

We would like to fund projects or programs that:

- Serve the domestic violence and abuse field
- Serve populations in the Portland Metro area
- Support the Students4Giving approach to connecting students to the community through education and philanthropic activities (please see www.pcc.edu/students4giving for more information on our program)

We will give priority to projects or programs that:

- Outline strategies to achieve their goals
- Include their target population in the decision-making process, promoting individual and community empowerment
- Ongoing development of new leaders in their field
- Work within our community to support a strong and proactive awareness of domestic abuse and violence

Criteria

Applicant organizations must meet the following requirements:

- Nonprofit corporation with proof of 501(c)(3) tax-exempt status
- Strong board involvement and competent leadership
- Evidence of successful completion of projects, or evidence of ongoing programs, which fulfill the organization's mission
- Demonstrated efficient use of funds within a specific timeline

Amount

Grant awards will likely range from \$3,000 to \$5,000. This Request for Proposal is for a one-time award.

Selection Process and Timeline

The granting process must be completed by the end of the quarter, so we are on a tight timeline and ask that you please submit your proposal as soon as possible. The last day to turn in proposals is Wednesday, May 6th. A student committee will review applications and select a group of finalists for site visits. The final announcement of the organizations to be awarded the grant(s) will be made on Monday, June 1st. There will be an awards ceremony for grant recipients on Monday, June 8th from 1:00-3:00 at the Sylvania Campus.

If you would like to request Students4Giving funds, please review the following guidelines carefully and submit your proposal in the requested format. Thank you for your time and effort to apply for these funds and for the education that this opportunity provides for us.

If you have any questions about this funding opportunity, please contact our instructor:

Cynthia Killingsworth, Business Instructor
(503) 977-8070
cynthia.killingsworth@pcc.edu

Sincerely,

Students4Giving Project students

Portland Community College Students4Giving Project

REQUEST FOR PROPOSALS

The Students4Giving Project is offering grants of \$3,000-\$5,000.

Proposals are due by Wednesday, May 6th.

Grants will be announced on Monday, June 1st and awarded at PCC Sylvania on Monday, June 8th.

Application Procedures

Please submit an application containing all of the items specified below, including a brief summary page, with contact information, a project narrative, and all requested attachments.

Application Contents

Your application must include:

- **A Narrative (no more than three pages) that includes:**
 - Organization Background (mission, major activities, and population served)
 - Description of what makes your organization different than others in your field
 - Project/Program Description
 - Brief statement of problem to be addressed
 - Goals and objectives
 - Target population
 - Project activities
 - Plan for measuring project results
 - Any long term plans for sustaining the project
- **Project/Program Budget**
- **Copy of IRS 501 (c)(3) determination letter**
- **990 tax return and financial statements for most recent year (or online link to documents)**
- **List of executive director and board members including background information**

Please submit your application electronically (pdf format) to cynthia.killingsworth@pcc.edu,

All proposals and material must be received by Wednesday, May 6th, 2009.

Thank you for your time and effort to apply for these funds.