

# Truckee Tahoe Community Foundation Basic Needs Fund Grant Guidelines 2007

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The Basic Needs Fund supports individuals and families around their most basic of needs. As the gap grows between the “haves” and the “have nots” in our community, this fund allows us to maintain a basic safety net for all. While many in our community have plentiful resources, others have little and can quickly reach a crisis state as a result of major or minor catastrophes. This fund will provide support to cornerstone organizations of our community that help people during a difficult time, allowing them to move from crisis to self-sufficiency. Applications will be accepted for this fund one time per year; once funded, agencies are eligible for 3 years of continuous funding contingent upon demonstration of ongoing success. Applications should be for amounts in the \$5,000 - \$15,000 range.

**Goal:** To insure that every member of our community has their basic needs met.

- **Objective #1:** Strengthen the safety net of services, including emergency food, shelter and crisis programs that protect individuals and families against the adverse effects of poverty.
- **Objective #2:** To provide access to safety net services so that populations that are typically underserved can receive the resources they may need.

We are specifically interested in providing core operating support to organizations. Core operating support (also known as “unrestricted funding”) helps underwrite the day-to-day administrative, infrastructure and overhead costs that enable an organization to carry out its mission. Core operating support can be used to sustain a specific, ongoing program within an organization, to maintain existing services, or to build the capacity of an organization.

Examples of core operating support include:

- providing salaries for key administrative staff;
- covering operating expenses (rent, phone, office supplies);
- supporting strategic planning, and staff and board development; and
- maintaining existing services.

## ***Areas of Interest...***

Access to or direct provision of the following types of services:

- Nutritious and adequate food
- Safe and adequate housing (temporary or permanent)
- Clothing
- Basic physical and mental health services

## ***Limitations...***

Geographic - Grants are awarded to organizations located in or directly serving the geographic areas of Donner Summit, Truckee, Squaw Valley, and the west and north shores of Lake Tahoe.

TTCF does not make grants from the Basic Needs Fund for the following:

- Direct religious activities.
- Political activism, lobbying, legislative activities, or legal action.
- Organizations that discriminate based on race, color, creed, age, sex, sexual orientation, or national origin.
- Individuals or private foundations

Usually Basic Needs Funds may not be used for:

- Prevention activities or provision of non-critical needs
- Capital campaigns
- Activities that have already occurred

## ***Priorities...***

A strong priority will be given to the following types of projects:

- Requests for operational support or supplies needed for providing ongoing core services of the organization
- Requests from “cornerstone organizations” i.e. organizations that fill a critical and unmet need in the community

## ***All proposals must...***

- show community support
- be realistic, achievable and sustainable

## ***Examples of potential projects include (but are not limited to)...***

- Staff costs for a local hunger relief organization.
- Elimination of barriers to core services for underserved people
- Rent and utilities costs at a local domestic violence shelter.

## ***Review Process...***

Applications are due by 5 PM on February 2, 2007. All applicants will be asked to interview with the grants Committee on either February 16<sup>th</sup> or February 26<sup>th</sup> (please hold at least one of these dates open.)

Foundation staff will review applications to determine that the request is complete and conforms to TTCF's basic policies, goals, objectives, and areas of focus. Staff and members of the Grants Committee will research your request through telephone inquiries, meetings, and/or site visits.

The Board of Directors makes all funding decisions based on recommendations by the Grants Committee; you will receive a determination within 90 days of your initial application. Once the decision is made, you will be notified in writing. Grant recipients are required to return a completed Grant Agreement and at the end of the grant year submit a report describing how the money was spent and the results achieved.

## ***Acknowledgment...***

TTCF requests that grant recipients acknowledge the Foundation in their publications.

## ***How to Apply...***

All proposals must include:

- TTCF cover sheet.
- 3 page narrative.
- 1 page program budget.
- Supporting materials

## ***Completing the Narrative...***

The narrative should be three pages and respond to the following:

1. **Who are you?** Describe the purpose of your organization and community served.
2. **Describe the basic needs services you provide to the community currently. How do you know there is a need for your services and what percentage of your services reach low-income community members?** Paint the picture of the components of your agency that are specifically safety net type services. Have you seen increased demand over time? Has the need changed over time in any way?
3. **What is the 3-5 year vision for your organization? If you receive three years of core operating support from us, what will your agency be doing over the time span of the grant?** What are some of the goals and objectives of your agency as a whole, or specifically for the basic needs programs of your agency? Please have at least one direct service objective (which can be to continue providing the same level of service annually over the three years of the grant.) What challenges, both internal and external,

do you face? Remember that we are interested in core operating support, not necessarily new programs, added services or increased provision of services.

4. **What will the requested funds be used for?** Specifically what costs do you hope to cover with these funds? How do you currently pay these costs? Please describe your overall funding picture, in terms of diversity of funding sources and consistency of those sources.
5. **How will you know if you are successful?** (Also known as outcome and evaluation.) Explain how your organization's activities benefit the community and how you will know the community benefited. Be as clear as you can about the result(s) you expect to achieve.

### ***Developing a Budget...***

To help us understand your project, please include a budget that tells us:

- The total operating budget of your organization.
- Detailed line items.
- The amount of funds requested from us and the specific uses of those funds.
- Other sources of funding. Indicate whether funding is requested, pending, or committed.

### ***Supporting Materials...***

For prompt consideration of your proposal, please make sure to include one copy of:

- Evidence of your tax-exempt status, if applicable.
- Copy of your most recent annual financial statement, audited if possible.
- Annual agency budget. Please identify which funding sources are on going.
- Year to date financial statement.
- A list of your Board of Directors, including addresses and phone numbers.
- A recent publication or brochure that describes the organization, current programs, activities and accomplishments.

### ***Contact Us...***

We are happy to discuss guidelines, the application procedure, and/or your program idea prior to proposal submission. Please call Phebe Bell at (530) 587-1776 or email her at [phebe@ttcf.net](mailto:phebe@ttcf.net) if you would like assistance.

### ***Submitting Your Proposal...***

**Submit an original and 7 copies of your cover sheet, narrative, and project budget plus one set of supporting materials. Please do not bind or put covers on any portion of the application, and please three hole punch your proposal on the left side.**

***Mail*** complete packets to: TTCF  
P.O. Box 366  
Truckee, CA 96160

***Call*** for help or information: (530) 587-1776

***Email*** us for help or information: [phebe@ttcf.net](mailto:phebe@ttcf.net) or visit our website at  
[www.ttcf.net](http://www.ttcf.net)

***Hand deliver*** packets to: 11071 Donner Pass Rd , Truckee, CA

**Truckee Tahoe Community Foundation  
Basic Needs Fund Grant  
Application**

**Cover Sheet**

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Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Executive Director: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Date Organization Founded: \_\_\_\_\_

Federal I.D. #: \_\_\_\_\_

Tax Status:     501(c)(3)     Government Agency     other (explain) \_\_\_\_\_

**PROPOSED USE OF GRANT FUNDS**

Organization Operating Budget: \$ \_\_\_\_\_

Amount of Funds Requested: \$ \_\_\_\_\_

new or  existing agency \_\_\_\_\_

Geographic Area Served: \_\_\_\_\_

Do you have licenses or permits necessary for your agency?     yes     no     not applicable \_\_\_\_\_

Describe the basic needs services provided by your organization and the population you serve:

Signature: \_\_\_\_\_

Name (type or print): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_