

Truckee Tahoe Community Foundation Grant Guidelines 2007

Our Mission...

The Truckee Tahoe Community Foundation matches philanthropic interests with charitable needs to enhance the quality of life in the Truckee-North Tahoe community.

Areas of Interest ...

The Foundation is broad based in its funding interests. We fund in the following areas of interest.

- Arts and Culture
- Civic and Public Benefit
- Education
- Environment, Conservation, & Animal Welfare
- Health and Human Services
- Recreation
- Youth Development

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. While we will fund organizations based in Nevada or elsewhere, we primarily look for services utilized by California residents of our region.

TTCF does not make grants from its unrestricted funds 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.

Usually TTCF does not fund:

- Field trips and participation in activities by parental choice.
- Capital Campaigns
- Activities that have already occurred
- School based activities, unless they impact students district wide or impact the broader community.
- Organizations more than one time in a calendar year.

All proposals must...

- show community support.
- not supplant funds or duplicate services.
- include the projected number of people to be served.
- *If applicable, have a plan for sustainability.*

Review Process...

Applications are accepted any time but are reviewed twice a year. Please contact the Foundation for the upcoming application deadlines (April 6th and October 5th in 2007.) 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.
- 2 page narrative.
- 1 page program budget.
- Supporting materials

Completing the Narrative...

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

1. **Who are you?** Describe the purpose of your organization and community served.
2. **What is the issue?** Explain the situation – opportunity, problem, issue, need, etc. – that your proposal addresses. How was the focus determined and who was involved in the decision-making process?
3. **What do you want to do?** (Otherwise known as goals, objectives, and methods.) Describe the specific activities for which you seek funding and who will carry out the activities. Tell us your overall goal(s), steps you will take to meet your goal(s), and the time line in which this will take place.
4. **How will you sustain your project?** If applicable, explain how you will continue to support this project in the future.
5. **How will you know if you are successful?** (Also known as outcome and evaluation.) Explain how the proposed activities will 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 cost of the project.
- 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 if you would like assistance.

Submitting Your Proposal...

Submit an **original and 7 hole punched copies** of your cover sheet, narrative, and project budget plus one set of supporting materials:

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

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

Visit our Website for more information: www.ttcf.net

Truckee Tahoe Community Foundation Grant Application

Cover Sheet

Organization Name: _____

Mailing Address: _____

Physical Address: _____

Business Phone: _____ Fax: _____ E-mail: _____

Executive Director: _____ Organization Operating Budget: \$ _____

Contact Person: _____ Contact Phone: _____

Date Organization Founded: _____ Federal I.D. #: _____

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

PROPOSED USE OF GRANT FUNDS

Project Title: _____

Total cost of Project: \$ _____ Amount of Funds Requested: \$ _____

new or existing project _____ Geographic Area Served: _____

Do you have licenses or permits necessary for your agency and this project? yes no not applicable _____

Project purpose: _____

Signature: _____ Name (type or print): _____

Title: _____ Date: _____