



Handbags That Help Women's Giving Circle
 c/o The Findlay-Hancock County Community Foundation
 101 West Sandusky Street, Suite 207
 Findlay, OH 45840
 419-425-1100
 www.community-foundation.com

2020-2021 Request for Proposals

Purpose

Handbags That Help (HTH) is a women's giving circle committed to improving lives throughout the Hancock County by funding significant grants to charitable projects and programs to increase philanthropy in our community. In 2020, a total of \$52,140 was granted. Since 2008 Handbags That Help has granted over \$500,000 to help build strong families in Hancock County.

Handbags That Help's annual grant initiative is designed to help improve the lives of individuals living in Hancock County. Proposals are requested from nonprofit organizations for programs in Hancock County focused on **building strong families**, responding to an urgent and critical need, a bold new adventure or a new approach to an ongoing problem in the community. The amount available to grant will be announced in September.

Grant Focus: Building Strong Families

Handbags That Help focuses our giving circle grants on **building strong families** in Hancock County. A strong family is a critical component in any effort to address an issue being faced in a community. With this focus, we believe grants directed towards **building strong families** can in turn help build a stronger community. This focus is reinforced by the success we have seen in programs and projects funded by Handbags That Help in the past and guides our focus on grants for the future.

Application Process Dates

Monday, September 7, 2020 By 4 p.m.	Letter of Intent Due Please email the Letter of Intent to Tasha Dimling at tdimling@community-foundation.com .
Monday, September 21, 2020	Proposals Selected The grants committee will review the Letters of Intent and select which organizations that have been chosen to submit a full grant proposal.
Monday, November 9, 2020 By 4 p.m.	Full Grant Proposal Due Please email the proposal to Tasha Dimling at tdimling@community-foundation.com and provide three copies. Use 8.5 x 11 inch paper, stapling the proposal and attachments; no binders or folders please. The proposal must be postmarked or delivered to The Community Foundation (and received via email) on time to be considered.
Wednesday, December 2, 2020 10 a.m.-12 p.m. First Presbyterian Church and/or Zoom	Grant Presentations Applicants will be asked to present their proposal to the Handbags That Help Grants Committee. The time limit will be determined by the number of applicants but is typically 5-10 minutes. No questions will be accepted at this meeting.
December 3, 2020 - February 2, 2021	Site Visits Grants Committee subgroups will visit the organization's location(s). Site visits last approximately one hour and will include a tour and interview session. The Grants Committee subgroup leader will coordinate visit date and time.

<p>Wednesday, March 10, 2021 9:30 a.m. and 5 p.m. First Presbyterian Church and/or Zoom.</p>	<p>Membership Voting Meeting The Grants Committee will make its recommendation of top proposals for funding to the entire membership of Handbags That Help. If selected, your organization will appear the ballot. Presentations will be given to the full membership at both meetings. <i>No lobbying/soliciting of Grants Committee or HTH members is permitted.</i></p>
<p>Wednesday, April 14, 2021 4:30 p.m. Findlay Country Club</p>	<p>Grant Awards If awarded a grant, grantees are invited to the membership’s Celebration Meeting and check presentation.</p>
<p>December 2021 9:30 a.m. and 5 p.m. Location TBD</p>	<p>Grant Follow-up If awarded a grant, we request a six-month follow-up and progress report presentation at the membership’s December meeting.</p>

Eligibility

Handbags That Help welcomes proposals from non-profit organizations that are tax-exempt under sections 501(c)(3) and 509(a)(1) of the Internal Revenue Code and from governmental agencies serving Hancock County. If you are applying for a grant under another organization’s 501(c)(3) status, please submit a written statement from that organization’s board president agreeing, on behalf of the board of directors, to act as your organization’s fiscal sponsor, to receive grant monies if awarded and to oversee the proposed project.

Grants are normally given as one-time support of a project but may be considered for additional support for expansions or outgrowths of an initial project.

Handbags That Help does **not** typically fund the following:

- Requests from individuals
- Unnecessary duplication of existing services
- Retroactive programs and projects
- Ongoing operating expenses, including existing salary positions
- Annual appeals or membership dues
- Fundraising projects or advertisements; endowment; debt reduction
- Capital requests or capital campaigns
- Religious organizations for religious purposes
- Partisan political advocacy
- Community services such as police and fire protection
- Staff positions for government agencies.
- Travel for individuals or groups when it is the primary focus of the proposal
- Sponsoring or attending conferences
- Stand-alone books, films or videos
- Computer equipment
- Medical research

Letter of Intent Instructions

A letter of intent to Handbags That Help is a one to two-page explanation of the basics of the project. We ask that you answer these questions:

- Who is the organization and how do they serve Hancock County?
- What is the project? Explain its goal and objectives. Who does the project serve and what difference will be made? What is the community need and have those the project serves been involved in the creation of the project? Do local statistics support the need for the project?
- What is the timeline for the project?
- What is the estimated cost of the project and how will the funds from HTH be used?
- How many people will be served and how does the project build strong families?
- How is your project responding to an urgent and critical need in Hancock County? Is it a bold new venture or a new approach to an ongoing problem?
- Who are your community partners and collaborators? How will this project be funded in the future?
- Please include project directors contact information.

Please email the Letter of Intent to Tasha Dimling at tdimling@community-foundation.com by 4 p.m. on Monday, September 7, 2020.

Proposal Instructions

The following format should be used when preparing your proposal:

- A. **HTH Grant Proposal Cover Sheet** (form provided at www.community-foundation.com)
- B. **HTH Grant Proposal Narrative**

The grant proposal to Handbags That Help will require a two- to four-page statement, signed and dated by the project director and board president or equivalent addressing and elaborating on each of the following questions:

 - Who is the organization and how do they serve Hancock County?
 - What is the project? Explain its goal and objectives. Who does the project serve and what difference will be made? What is the community need and have those the project serves been involved in the creation of the project? Do local statistics support the need for the project?
 - What is the timeline for the project?
 - What is the estimated cost of the project and how will the funds from HTH be used?
 - How many people will be served and how does the project build strong families?
 - How is your project responding to an urgent and critical need in Hancock County? Is it a bold new venture or a new approach to an ongoing problem?
 - Who are your community partners and collaborators? How will this project be funded in the future? What current funders have you already secured? If the project is intended to continue, what provisions exist to maintain it?
 - If the full amount of your request cannot be granted by Handbags that Help, can your organization accept partial funding and still meet its project goals? Detail the partial funding that would be acceptable or emphasize that partial funding would not be beneficial.
 - If Handbags that Help were able to grant more money towards the project would your organization be able to further expand the project?
 - What outcome would be need for you to classify the project a success? How will you measure your success, will you use observations, surveys, interviews, focus groups and so on?
- C. **HTH Grant Proposal Budget Form and Budget Narrative** (forms provided at www.community-foundation.com)
- D. **Required Attachments:** The following items are required to complete your proposal and must be labeled in the following manner:
 - a. Mission Statement and non-discrimination policy
 - b. Qualification of project personnel
 - c. Current Board Roster with Professional Affiliates
 - d. Copy of IRS determination letter establishing 501(c)(3) or 509(a)(1) status (and fiscal sponsor agreement letter, if applicable)
 - e. Organization's current annual operating budget
 - f. Most recent financial statement (monthly, quarterly, etc.)
 - g. Most recent audited financial statement or completed IRS Form 990 (if available)
 - h. Most recent Annual Report

Note: It is important to provide ALL requested attachments and label properly. If you have questions regarding the requirements for the grant proposal, please contact the Findlay-Hancock County Community Foundation (419) 425-1100.

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