

# Truckee Tahoe Community Foundation Civic Engagement Fund 2007 Grant Guidelines

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The Civic Engagement Fund support projects that encourage civic involvement and leadership among community members in the Truckee Tahoe region. A community thrives when its members “give back” through volunteerism, philanthropy, and the assumption of leadership roles. The Civic Engagement Fund supports organizations that go beyond “business as usual,” to engage community members in sharing information, improving civic education, developing positive inter-group relationships, crossing jurisdictional lines, building community leadership, and working together to meet community challenges. Applications will be accepted for this fund until June 1st of this year. This year we have \$65,000 to give away and encourage applications up to a maximum of \$20,000.

**Goal:** To enhance our “civic infrastructure” by supporting activities that engage community members in making the Truckee Tahoe region a better place for all.

- Objective #1: Motivate more community members, representing diverse backgrounds and interests, to commit their time, money, and expertise to enhance our region’s capacity for collaborative problem-solving.
- Objective #2: Enhance information sharing, communication, and cooperation between interested community stakeholders such as businesses, local governments, and nonprofits.
- Objective #3: Enhance the leadership skills and comfort level of community members so that they can take actionable steps in making an ongoing difference in our communities.
- Objective #4: Build ownership for shared community visions and enhance community pride.

**Areas of Interest and Examples of Potential Projects ...** TTCF is interested in a range of programs whereby community members increase their civic engagement, including, but not limited to:

- Increasing volunteerism on nonprofit boards, government committees, or for local organizations
  - *Example: Creating an innovative program to expand Board membership for multiple Truckee Tahoe nonprofits*
- Building leadership skills that are applied to real work in the community
  - *Example: Running a program to foster leadership skills*
- Building bridges and dialogue between diverse communities
  - *Example: Hosting a community meeting to get input and planning direction from multiple stakeholders on a community problem*
- Attracting new individuals or groups of people into public life
  - *Example: Developing a communication vehicle, such as radio spots, to attract a diverse subset of the community into an area of public life where they are under-represented*
  - *Example: Implementing a non-partisan “get out the vote” drive*

### **Limitations...**

Geographic - Grants recipients must directly serve 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 Civic Engagement Fund for the following:

- Direct religious activities
- Partisan 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
- Capital campaigns
- Activities that have already occurred

***All Proposals Must...***

- Show evidence of community support
- Be realistic and achievable
- Engage the community in a manner beyond “business as usual”
- Identify measurable goals over a one-year timeframe
- Be inclusive
- Be for specific civic initiatives - not supplant funds or duplicate services
- Demonstrate plans for ongoing funding as applicable

***Review Process...***

Applications are due by 5 PM on June 1, 2007. Foundation staff will review applications to determine that the request is complete and conforms to TTCF’s basic policies, goals, and areas of interest. Staff, and members of the Civic Engagement Fund Grant Committee, may follow up on your proposal with telephone inquiries, meetings, and/or site visits.

The Board of Directors makes all funding decisions based on recommendations by the Grant Committee; you will receive a determination within 60 days of your initial application. Grant recipients are required to return a completed Grant Agreement. At the end of the grant year, recipients shall submit a report describing how the money was spent and the results achieved.

***Acknowledgement...***

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

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

All proposals must include:

- TTCF Civic Engagement Cover Sheet
- No more than a 3-page narrative
- 1 page project budget
- Supporting materials

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

The narrative should be no more than three pages and respond to the following:

1. **Who are you?**

Describe the purpose of your organization or group and the community served.

2. **Describe how you currently engage the public in your mission (if applicable.)**

How have you engaged community members in the past? Have you attracted more people over time? Are diverse segments of the community represented among your supporters?

3. **Describe the proposed project and how you intend to increase community engagement.**

Why is increased civic engagement important to you at this time? Describe the way in which you will carry out this project.

4. **How will you know if you are successful?**

Explain how you will know if 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 financial information that tells us:

- The total operating budget of your organization or group.
- The project budget with detailed line items.
- The amount of funds requested from TTCF 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 be sure to include one copy of (if applicable):

- Evidence of your tax-exempt status, if applicable.
- Copy of your most recent annual financial statement, audited if possible.
- Annual organizational budget. Please identify which funding sources are ongoing.
- 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 project idea prior to proposal submission. Please call Phebe Bell at (530) 587-1776 or email her at [phebe@tcf.net](mailto:phebe@tcf.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  
Civic Engagement Fund  
2006 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 how your proposed project will enhance civic engagement in the Truckee Tahoe region?

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

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

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

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