



THE FUNDERS' COLLABORATIVE FOR STRONG LATINO COMMUNITIES

APPLICANT INFORMATION PACKET North Carolina Site 2010

OVERVIEW OF HIP FUNDERS' COLLABORATIVE

The HIP Funders' Collaborative for Strong Latino Communities is a cross-sector initiative of funders that seeks to strengthen the knowledge of funders about Latino communities and to enhance the capacity of Latino nonprofits to become more effective organizations and advocates. The long-term goal of the Collaborative is to sustain and ensure the viability of the Latino civil sector and to develop a new cadre of Latino leaders and nonprofits with the vision and capacity to serve their communities.

HIP launched The Funders' Collaborative for Strong Latino Communities in 2000 and has raised more than \$37 million and committed funding in 18 sites to 498 Latino community organizations that provide invaluable programs and services to the most vulnerable segments of the Latino population.

The Funders' Collaborative provides grants, technical assistance, leadership training, and networking opportunities, all of which help Latino organizations gain new skills and greater visibility within philanthropy. The Collaborative does not fund specific programs; instead it focuses on supporting **organizational capacity building** and leadership development to ensure that Latino organizations are able to sustain their work and have an ongoing role in developing sound public policy.

Sites

The Collaborative partners with funders and nonprofit organizations in geographically targeted "sites" across the U.S. and Latin America. The current list of sites includes:

- Argentina
- Arizona
- Chicago
- Colorado
- Connecticut
- Dominican Republic
- Massachusetts/Rhode Island
- Mexico
- New Mexico
- New York/New Jersey
- **North Carolina**
- Northern California
- Philadelphia
- Southern California
- Upper Midwest
- Washington, D.C.

The local partner funders of the North Carolina site are as follows:

- *A.J. Fletcher Foundation*
- *Bank of America*
- *Beattie Foundation*
- *Blue Cross and Blue Shield of NC Foundation*
- *Community Foundation of Greater Greensboro*
- *Community Foundation of Western NC*
- *Cumberland Community Foundation*
- *Foundation for the Carolinas*
- *John S. & James L. Knight Foundation*
- *Mission Healthcare Foundation*
- *Moses-Cone Wesley Long Community Health Foundation*
- *NC Gives*
- *NC Moore Fund*
- *North Carolina Community Foundation*
- *Triangle Community Foundation*
- *Weaver Foundation*
- *Winston-Salem Foundation.*

We welcome you to visit our website at www.hiponline.org for a complete list of all the funder partners of the Collaborative as well as grantees from across the U.S. and Latin America.

NORTH CAROLINA GRANT ROUND 2010

Hispanics in Philanthropy's Funders' Collaborative for Strong Latino Communities is now accepting proposals in North Carolina for its 2010 grant round. *We invite you to submit a proposal for a capacity building grant.*

The funds available and grant period are determined by each North Carolina sub-region. HIP will determine the funding sub-region for each applicant's proposal based on the organization's geographic location and service population. All grants will be for one or two years. These grants are highly competitive! In order to guide your grant request, the total available funds and potential applicant pool are indicated for each sub-region.

One year grants

- **Mecklenburg Region (Mecklenburg and Cabarrus Counties)**
 - total available funds \$45,000-\$120,000; potential applicants 10

One to two year grants

- **Cumberland County**
 - total available funds \$49,000; potential applicants 4
- **Eastern North Carolina (counties East of Wake County, Raleigh/Durham)**
 - total available funds \$75,000-\$95,000; potential applicants 5
- **Forsyth County**
 - total available funds \$130,000; potential applicants 4
- **Guilford Region (Guilford and Randolph Counties)**
 - total available funds \$165,000; potential applicants 4
- **Triangle Region (Chatham, Durham, Orange, and Wake Counties)**
 - total available funds \$130,000; potential applicants 8
- **Western North Carolina (16 counties West of Burke County)**
 - total available funds \$100,000-\$180,000; potential applicants 9
- **Statewide (for applicants outside of other regions or with a statewide mission)**
 - total available funds \$260,000-\$290,000; potential applicants 10

There are two stages of the selection process: 1) Full Proposal and 2) Interviews and/or Site Visits.

1. Full Proposal: Please submit a fully developed proposal detailing how the requested capacity building project will strengthen the capacity of your organization. Specific budget information and rationale is required. The instructions below will help you access application materials and submit your completed proposal on HIP's website. Once your proposal has been received, both via online submission and hard copy, it will be reviewed by members of the selection committee to determine whether an interview or site visit is merited. ***Not all organizations that submit a proposal will have a site visit.***

2. Interviews and/or Site Visits: For those organizations selected to advance to this stage, members of the selection committee will conduct a site visit or phone interview to gain a better understanding of individual proposals. Based on the Full Proposal review and site visit, the local site committee will decide which proposals receive funding.

Notification of grants funded will take place approximately two to three months after submission of Full Proposals (depending on volume received).

Proposals are due Thursday, September 16, 2010.

APPLICANT INFORMATION SESSIONS

Six applicant information sessions will take place via conference call and at various locations throughout the North Carolina to inform potential applicants about the initiative, how to apply, and to answer questions.

You are required to attend one of these sessions in order to apply.

Please RSVP by August 16, 2010.

[To RSVP Click Here](#)

IN PERSON

ASHEVILLE

Tuesday, August 17, 2010, 1pm-3pm
Community Foundation of Western North Carolina
<http://cfwnc.org/about/directions.html>
One West Pack Square, Suite 1600
Asheville, NC 28801

DURHAM

Thursday, August 19, 2010, 9:30am-11:30am
Triangle Community Foundation
[http://www.trianglecf.org/contact us/](http://www.trianglecf.org/contact-us/)
324 Blackwell St. Suite 1220
Durham, NC 27701

WINSTON-SALEM

Thursday, August 19, 2010, 3pm-5pm
Winston-Salem Foundation
<http://www.wsfoundation.org/contact-us/>
860 W Fifth Street
Winston-Salem, NC 27101

CHARLOTTE

Friday, August 20, 2010, 9:30am-11:30am
Foundation for the Carolinas
<http://www.ffc.org/Page.aspx?pid=525>
217 S Tryon St, 3rd Floor, Francis Room
Charlotte, NC 28202

VIA CONFERENCE CALL

Monday, August 16, 2010
1pm-2:3pm

OR

Monday, August 23, 2010
10:30am-12pm

INSTRUCTIONS FOR CALL

Dial 1-888-296-6500.
When prompted, enter pass code 648010,
followed by the “#” key.
Please join the call 5 minutes early to minimize
late interruptions.

DEADLINES AND CONTACT INFORMATION

Full Proposal must be submitted via the website no later than 5:00pm on

Thursday, September 16, 2010

Hard-copy documents must be submitted by mail and postmarked no later than

Thursday, September 16, 2010

SUBMISSION GUIDELINES

In order to submit your Full Proposal, please go to the HIP website and use the directions following as your guide. Please make sure that all pertinent information is provided with the proposal, as instructed.

PART 1: ONLINE

To get started, go to: <http://private.hiponline.org/Submissions/Pages/SubmitProposal.aspx>

You will be asked to login and should use the username and password which you were previously given when you registered your organization on the HIP website. If after several attempts you are not able to login, you will be taken to an area where you can enter your email and have your login information re-sent to you. *(If you do not have your user name and/or password, please contact Althea Gonzalez at althea@hiponline.org.)* After you have logged in, you will see a page titled "Submit Full Proposal".

STEP 1: Do This Now

Underneath the area titled **1. My Full Proposal Templates**, click and save each of the five Word and Excel files you will need onto your computer. Once downloaded, you may work on these offline. The templates you will need to download for this online portion of the application are:

1. HIP Full Proposal Template 2010
2. Full Proposal Project Budget Form
3. Instructions for Project Budget Form
4. Full Proposal Organizational Budget Form
5. Endorsement Form
6. NC Organizational Assessment (hard copy for your use, must complete online at <http://www.surveymonkey.com/s/CX6ZWJN>)

Once downloaded, you should work on these documents **offline**.

STEP 2: Do This When You Have Finished Writing Your Proposal

When you have finished writing your proposal and preparing all budget materials, log back in to the website per the instructions above. Underneath the area titled **2. Submit My Full Proposal**, click on the **New Item** button and fill in the required fields signaled by a red star*. When you are ready to attach your Full Proposal documents, click on the **Attach File**, browse and upload each document **one at a time**. The documents that you will need to upload through the website are:

1. Full Proposal
2. Project Budget Form
3. Organizational Budget Form
4. Board/Advisory Committee List*
5. Organizational Chart*
6. Complete Organizational Assessment online at <http://www.surveymonkey.com/s/CX6ZWJN>

*You will need to use your own organization's template/form for these.

Name all your files using your organization's name (or an acronym/abbreviation) followed by a dash and the name of the document. For example, if your organization's name is Latinos Working in America, save your Board List document as: **LWA-Board List**.

You must attach the files one at a time. Once you have uploaded all your attachments, click on the **Save & Close** button. You will be back at the screen labeled "Submit Full Proposal." Under "Organization," you should see an item with the name of your organization. Click on the name, and on the next screen, scroll to the bottom to verify that all your attachments are saved. **That's it – you're done!** Your application has been saved, and you do not need to do anything else. You may now close the browser window.

You may return to this page to edit your application until the Full Proposal deadline date.

Due to the volume of proposals, we are not able to provide immediate confirmation that your proposal has been received. **Once the deadline has passed and all proposals have been received, HIP staff will email you if you need to submit additional information.**

PART 2: BY MAIL

Once you complete your online submission, you will need to send us **two (2)** hardcopies of the following documents by mail postmarked by **Thursday, September 16, 2010**. Please use paperclips—NOT staples.

1. Endorsement Form: this form may be downloaded from the Full Proposal Templates in the website. It should be signed by your organization's Executive Director **and** Board Member, preferably Board Chair. If there is no Executive Director, please have it signed by two Board Members.
2. Copy of a current 501(c)(3) tax-exempt status letter, or that of the fiscal sponsor.
3. Financials: most recent audited financial statements, if available. If not, most recent unaudited financials, if available. If not, Form 990. **If you are fiscally sponsored, submit statements for the fiscal sponsor also.**
4. Memos of Understanding: *if submitting a request for collaboration among agencies*, include memos of understanding and agreement for all agency participants involved in implementation of this initiative.
5. Fiscal Sponsor Agreement: *if using a fiscal sponsor*, please submit a letter on the fiscal sponsor's letterhead that describes: 1) agreement to serve as a fiscal sponsor for the applicant agency; 2) amount of sponsorship fee, if any; and 3) signature by an authorized representative of the fiscal sponsor agency.

MAIL TO:

**Althea Gonzalez
Hispanics in Philanthropy
c/o CFWNC
PO Box 1888
Asheville NC 28802**

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

**Althea Gonzalez
althea@hiponline.org
828-505-4774**

FREQUENTLY ASKED QUESTIONS

Q: What is capacity building?

A: See “Examples of Capacity Building,” attached. Also, see the HIP Organizational Assessment to assist your organization is prioritizing capacity needs.

Q: What is the definition of a small to medium-sized organization?

A: Groups with an annual operating budget under \$2 million.

Q: What is the definition of “Latino-led” organization?

A: To be considered a “Latino-led” organization, applicants must meet at least one criterion under “leadership” and at least one criterion under “mission” below:

Leadership	Mission
A majority of board members are Latino.	A majority of the people directly served by the agency are Latino.
The majority of the agency’s senior management is Latino.	The mission statement specifically targets Latinos or a Latino subgroup(s).
The agency’s executive director is Latino.	

Q: How do you define the North Carolina site?

A: To be considered for funding in this round, organizations must be based in and serve a city, county, or region of North Carolina or the entire state. HIP will determine the sub-region each applicant’s proposal will fall into based on the organization’s geographic location and service area.

Please note that organizations must be based in and primarily serve a geographic area within North Carolina. Organizations that primarily serve a national or international constituency are not eligible. If an applicant organization has a mix of local, national, and international initiatives, the Collaborative will use specific criteria to assess whether the agency is primarily locally focused. For the purposes of the Collaborative, a locally focused organization has the following characteristics:

- Organization conducts year-round programs in the local area
- Organization has developed partnerships with other groups in the local area as part of a continuum of services
- Organization’s local work has already been established
- Staff devote 75 percent of their time or more to local issues
- The constituency served is 75 percent or more in the local area

If you are uncertain whether your organization meets the above criteria, contact us before you apply.

Q: How many organizations will be applying for grants?

A: We have issued a Request for Proposals to more than 60 organizations in North Carolina. At this time, we do not know how many will submit Full Proposals, though anticipated estimates are listed above on page 2.

Q: How much money will be awarded?

A: We estimate the grantmaking budget for this round to be between \$900,000 and \$1,100,000. The process is a competitive one, and not all proposals will receive funding.

Q: Does the Collaborative provide multi-year funding?

A: While previous rounds in North Carolina have included up to three-year rounds, **this funding cycle will only fund one or two year grants.**

Q: Who makes the funding decisions?

A: All grantmaking decisions are made by a committee with members representing funders in the Collaborative. Each proposal is assigned to one or more committee members for close review, and all decisions are made collectively by the entire committee.

Q: Do you focus on any particular program area – health, arts, advocacy?

A: No. The grants are for capacity-building for small- and medium-sized Latino-led organizations – no matter what their program area.

Q: Is there any preference for particular projects?

A: We are especially interested in projects that can make a demonstrable improvement in organizational capacity, resulting in a measurable improvement in community outcomes.

Q: Are past recipients eligible?

A: Past grantees are eligible if the organization has met all requirements of prior grants (*including attendance at convenings and timely submission of reports*). Current grantees from the 2010 “mini round” are eligible if they are in good standing on their current grant.

Q: Do you think X capacity-building project will be funded?

A: Projects need to be well thought-out and express a vision for organizational and community change. They need to address outcomes and not just activities. All organizations need to build capacity. What kind is the top priority for *your* organization at *this* moment in its development? Is it organizational assessment, board development, staff development, training, financial management, fundraising capabilities, human resource and personnel management, or something else? HIP Staff cannot guarantee that a specific project will be funded.

Q: Can we get a grant to increase our capacity internally or do we have to get an outside consultant? (i.e., can we get a grant to hire development staff, assistant executive director or new staff if we are a non-staff organization?)

A: Either option is possible, depending on the nature of the capacity-building goals. The funders will focus on clearly articulated objectives and outcomes and you will need to make the case that the support you seek – either internal staff or outside consultant – both builds the capacity of your organization and is sustainable in the long-term.

Q: What is the grant range?

A: The goal of the Collaborative is to fund capacity-building projects that address the most crucial of your organizational needs. You should develop a budget that accurately reflects the costs of your capacity-building project. The requested amount generally should not be extremely large in proportion to the total organizational budget, generally no more than 15% of the current year total operating budget. Please use the information regarding funding in subregions on page 2 of this document (North Carolina Grant Round 2010) to inform your grant request.

Be advised that this grant application process will be competitive and resources are limited. The Funders' Collaborative for Strong Latino Communities is unable to support all of the many worthwhile organizations that submit proposals.

Q: When will the next round of funding take place?

A: In the past seven years, the HIP Funders' Collaborative in North Carolina has granted more than \$3.2 million to 47 Latino-led community-based nonprofit organizations. At this time it has not been determined when the next funding round will take place.

Q: Do we need to complete the Organizational Assessment?

A: Yes, you are required to complete the Organizational Assessment online at Survey Monkey <http://www.surveymonkey.com/s/CX6ZWJN>. The hard copy is for your internal organizational use only. It is a very helpful tool for Executive Directors, Program Coordinators, and Board members in order to identify the most critical capacity building projects. Please, do not submit the paper copy.

CAPACITY BUILDING

The HIP Funders' Collaborative for Strong Latino Communities promotes capacity building among small to medium-sized Latino-led nonprofits. By capacity building, we mean contributing to the organizational development and growth of nonprofits by providing grant dollars to strengthen areas such as strategic planning, fundraising capabilities, staff and board development, technology, marketing/communications strategies, financial management, community needs assessment, program evaluations, among others.

Examples of the types of capacity-building efforts that the FC seeks to fund include:

Strategic Planning and Leadership Development

- Organizational strategic planning
- Staff, board, and leadership development (board/staff training, professional development)

Fundraising and Financial Management

- Diversification and increase in the organization's financial base of support to ensure sustainability and managerial effectiveness
- Development or increase of accounting capabilities, financial planning and strategies to help ensure organization's financial effectiveness

Internal Operations

- Application of new technologies to strengthen internal operation and increase program or organizational capacity (we are willing to fund development and implementation of tech plans)
- Development of human resources management to strengthen internal operations
- Organizational and program specific evaluation to measure success of organization with an end of improving overall effectiveness
- Development of facility plan to measure feasibility of purchase, remodel, or lease a new building

Outreach, Collaboration, and Advocacy

- Development of media/communications strategies with an end toward raising policy and fundraising effectiveness
- Development of agency's cultural and linguistic competence skills to strengthen agency's capacity to address economic and civic participation of Latino populations
- Development of coalitions or partnerships with other organizations or sectors to pool limited resources and share expertise in order to increase program operation and effectiveness
- Development or increase in advocacy capacity to address policy issues that affect the Latino community at the local and state levels

While many types of capacity building involve hiring a consultant, the Collaborative will consider requests that involve paying for salary of new or existing staff if the project demonstrates a plan for sustainability and clear capacity-building outcomes.

DEFINITIONS TABLE

When answering the questions in your **Full Proposal Template**, please use the following definitions and examples to guide your thinking.

Goal	Objectives	Activities	Outcomes
Big picture – what are you setting out to do?	What are the specific, expected achievements?	What are the steps to achieve objective, including timeline?	What was actually achieved? What were the measurable results?
Examples			
<ul style="list-style-type: none"> ▪ To diversify the organization's funding sources 	<ul style="list-style-type: none"> ▪ Increase revenue from individual donors by 20% over 2 years 	<ul style="list-style-type: none"> ▪ Hire fundraising consultant ▪ Consultant designs individual donor plan ▪ Consultant trains staff and Board on individual donor outreach 	<ul style="list-style-type: none"> ▪ Staff have plan and tools for individual donor outreach ▪ After 2 years, revenue from individual donors increased by 15%
<ul style="list-style-type: none"> ▪ To improve my overall fitness and health in order to increase my well-being. 	<ul style="list-style-type: none"> ▪ I want to lose 20 lbs in 6 months 	<ul style="list-style-type: none"> ▪ I will go to gym 3 times a week ▪ I will eat a low-calorie diet ▪ I will drink more water 	<ul style="list-style-type: none"> ▪ I lost 15 lbs after 6 months