

Frontera Women's Foundation

Funding Cycle IV 2007

Request for Proposals (RFP)

Mission:

***Our Mission** - The Frontera Women's Foundation is dedicated to increasing resources, expanding opportunities and promoting social change for women and girls residing along the US/Mexico border from Las Cruces, New Mexico to Brownsville, Texas.*

***Our Vision:** To improve the conditions and status of women and girls residing along the U.S.-Mexico border by fostering social and economic change in their communities.*

Established in 2003 as a grant-making foundation, the Frontera Women's Foundation (FWF) is located in El Paso and is ONE of only TWO Women's Funds in the State of Texas. The FWF raises money to fund non-profit organizations that serve low-income women and girls; to promote positive social change, provide access to health care, ensure economic justice, end gender violence and encourage education and workforce development. The FWF awards grants that serve as models of cross border collaboration that provide positive impacts for U.S. and Mexican women alike. Some of the FWF grant-making is directly linked to low-income communities on both sides of the river to encourage building grassroots capacity linked to sustainable development.

Granting Priorities:

The FWF supports non-profit, tax exempt organizations with a 501 (c) (3) or organizations that have an authorized fiscal agent with that status, emerging and established non-profit organizations, that provide both preventive and direct services that specifically target women and girls. Grants are awarded to organizations that address issues related to three priority areas:

- Freedom from Violence – Street and or Domestic Violence and Sexual Assault
- Economic Development – Education, Micro-Enterprise and Jobs Skills Training
- Health Care – Access to services and/or information for Women's Wellness, Pre-natal Care and Mental Health.

Grants for Research and Evaluation:

The FWF also provides funding to non-profit organizations that conduct innovative, action oriented research or evaluation on issues relevant to the Foundation's three priority areas.

- Freedom from Violence – Street and or Domestic Violence and Sexual Assault
- Economic Development – Education, Micro-Enterprise and Jobs Skills Training
- Health Care – Access to services and/or information for Women's Wellness, Pre-natal Care and Mental Health.

New research and evaluation must help grassroots organizations raise awareness of social and economic barriers facing women and girls. Research projects must be designed to stimulate new thinking by providing new data on women and girls' issues and be able to offer a practical application of those findings. The effect of the research or evaluation should be relevant to the unique culture of the Border region.

Frontera Women's Foundation

Eligibility:

To be eligible to receive a grant from the Foundation, the applicant must meet all of the following criteria:

- Have a 501 (c) (3) tax exempt IRS Determination Letter or a certified Letter of Agreement from an authorized Fiscal agent with this exemption.
- The program/project/service must be provided within the FWF catchment area; 67 miles north of the US/MX border from Las Cruces, NM to Brownsville, TX.
- The program/project/service must be specifically designed to benefit women and/or girls

Ineligible Requests:

- Individuals
- Capital Campaigns / Endowments
- Fundraising Events
- Annual Appeals and Membership Contributions
- Travel for Staff
- Organizations outside the FWF Catchment area
- Campaigns to elect public officials or for political or lobbying efforts
- Projects that begin before the completion of the grant- making process
- Organizations which have the ability to levy taxes

Grant Amount:

Grants that request amounts between \$1,000 to \$10,000 will be considered; grant amounts may differ from the amount requested.

Grant Review Process:

A preliminary review of the proposals will be conducted to ensure that they meet all the eligibility criteria, a check list will be used to ensure that all required documents and copies have been submitted. Only proposals that meet ALL of the requirements will be submitted to the Program Committee for review. Site visits are required and will be scheduled after the preliminary review of proposals by the Program Committee. The Program Committee will make funding recommendations to the FWF Board of Directors for consideration and final approval.

Deadline:

Grant requests must be received by 5:00 p.m. MST on Friday, June 29th, 2007. They can be submitted by mail or hand delivered to:

**Frontera Women's Foundation
Attn: FWF Program Committee
501 N. Kansas, Suite 203
El Paso, TX 79901**

Schedule:

A pre-proposal conference will be held on Friday, June 1, 2007. Participation at the pre-proposal conference is **not mandatory**. Please see website www.fronterawomensfoundation.org for details. Preliminary reviews will be conducted the first week of July 2007. Site Visits will be scheduled between mid August and mid September 2007. The Board of Directors will make their final determination, and applicants will be notified of the results no later than October 15, 2007 with funding beginning in November 2007.

Frontera Women's Foundation

INSTRUCTIONS

There will be **NO** exceptions. In order to be considered for this grant cycle, **YOUR COMPLETE PROPOSAL MUST BE RECEIVED ON OR BEFORE 6/29/2007, AND/OR DATE STAMPED using a valid readable Mail carrier or US Postal service stamp no later than the above noted deadline. Except where noted, include 4 copies of the entire proposal.**

If you have any questions please contact Pat Graham-Casey, by Friday 5:00pm - June 22, 2007, one week prior to submission deadline at (915) 532-1098 or 1(877) 351-2393 or by e-mail info@fronterawomensfoundation.org

Utilize the following grant outline and follow instructions completely PLEASE!

Please submit Four (4) Copies of sections 1, 2 and 3 of the proposal:

- 1. PROPOSAL SUMMARY FORM (use attached form)**
- 2. PROPOSAL NARRATIVE** – (3 - 5 pages, numbered, on 8 ½ x11 white paper, double spaced, 12 font, one (1) inch margins, do not staple or bind proposal, use clips only)
Narrative must include the following:
 - 2A. Executive Summary.** Provide a one paragraph Executive Summary of the project for which you are seeking funding.
 - 2B. Organizational Background.** Provide a brief description of the history of the organization, include date organization began, mission statement and major accomplishments since inception.
 - 2C. Statement of Need.** Provide description of the need for proposed project.
 - 2D. Target Population (use form attached)** – describe the population to be served by the proposed project/service – NOTE: If you are a national, state or regional organization, describe how your work with local populations link to national, state or regional groups.
 - 2E. Project Goals, Objectives and Outcomes.** Provide a detailed description of the project and its purpose. If the project consists of courses, please provide copies of schedule and curriculum and/or work plan.
 - 2F. Timeline** and work plan.
 - 2G. Evaluation** - Describe method used to measure the effectiveness and success of the proposed project/service. Indicate what tools will be used to measure and document the effect your project/program will have for women and girls in the community.
 - 2H. Detailed Project Budget** – Line item budget
 - 2I. Budget Rationale** – Brief explanation of each budget line item

Frontera Women's Foundation

3. SUPPLEMENTAL INFORMATION

3A. Organizational Chart

3B. Board of Directors (Provide name, gender, work affiliation and title)

3C. List of staff involved and their role in the project. Include resumes indicating qualifications. If position is not filled yet, include job descriptions.

3D. Organizational Budget

3E. Other Funding Sources. List other funding sources for proposed project (government, foundations, earned income, etc). If Project/program is not new; list previous year's funders including dates and amounts.

3F. Public Relations. Annual Report, Newsletter, Brochure, Newspaper clippings or other public relations materials

4. SUPPLEMENTAL DOCUMENTATION – Please submit 1 copy of the following

4A. IRS Determination Letter or Fiscal Agent Agreement and copies of IRS Letter

4B. Reference List (use attached form) List the names of three individuals (non-Board members) with their addresses and telephone numbers, than can speak about organization or the proposed Project/Program for which you are seeking funding. The references can be a funder, client or organization contact with whom you collaborate

4C. Site Visit (use attached form) The FWF will be conducting Site Visits between the second week of August – mid September 2007. Indicate two dates that you would prefer to be visited. We will do our best to accommodate your request. You will be notified if your organization is selected for a site visit. We do not guarantee that your organization will be selected for a site visit nor do we guarantee that organizations receiving site visits will be funded.

4D. Most recently filed IRS Form 990

4E. Most recently completed Organizational Audit for Fiscal year ended. If your organization does not have an Audit, please submit a Financial Statement (Balance Sheet, Statement of Financial Position, Statement of Activities, and Statement of Income & Expenses)

Frontera Women's Foundation

1. PROPOSAL SUMMARY FORM

Organization Name: _____
Project Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Project Address (if different): _____
City: _____ State: _____ Zip Code: _____
Name and Title of Contact Person: _____
Telephone: _____ Fax: _____ E-mail: _____
Web Site: _____ Year Organization began: _____
Executive Director: _____ Board Chair: _____
Organization Fiscal Year: _____ Organizational Budget: _____
Amount Requested: _____ Project Budget: _____
Does your Organization have a 501 (c) (3) status? _____ Yes _____ No
Name of Organization serving as your Fiscal Agent: _____

I certify that the information provided in this proposal is accurate as of the date noted below.	
_____	_____
(Signature of person completing this Form)	(Date)
_____	_____
(Signature of Executive Director)	(Date)

Frontera Women's Foundation

2D. TARGET POPULATION DEMOGRAPHICS

For the project, please list the percentages of the appropriate categories for the following questions:

Racial constituency and/or population this program/project serves or will serve

_____ % African American _____ % Asian American _____ % Caucasian
_____ % Mexican American/Latina/Hispanic _____ % Native American
_____ % Disabled _____ % Other (list) _____

Age group this Project serves or will serve:

_____ % Girls (0-11) _____ % Adolescent Females (12-17)
_____ % Young Women (18-25) _____ % Adult Women (26-59)
_____ % Older Women (60+)

Income level of population this Project serves or will serve:

_____ % Below poverty level _____ % Lower Income
_____ % Middle Income _____ % Upper Income

Describe geographic area served by project (county and distance from US/MX Border)

What is the estimated unduplicated number of women/girls this project serves or will serve annually? _____

Frontera Women's Foundation

4B. REFERENCE LIST

1. Organization: _____

Contact Person: _____

Address: _____

Telephone/Email address: _____

Relationship to your Organization: _____

2. Organization: _____

Contact Person: _____

Address: _____

Telephone/Email address: _____

Relationship to your Organization: _____

3. Organization: _____

Contact Person: _____

Address: _____

Telephone/Email address: _____

Relationship to your Organization: _____

Frontera Women's Foundation

4C. SITE VISIT FORM

MUST BE COMPLETED

Organization: _____

Site Visit Address: _____

Contact Person: _____
(At site)

Contact Telephone(s): _____ / _____
(At site)

Please select an applicable date and time from the following:

El Paso/ Las Cruces Area – Organizations

Dates	Times MST
August	9-11:00 a.m. or Noon-4:00p.m.
First Choice: _____	_____

Second Choice: _____

Big Bend Area – Organizations

Dates	Times CST
August	9-11:00 a.m. or Noon-4:00p.m.
First Choice: _____	_____

Second Choice: _____

Del Rio/ Laredo/Zapata Area – Organizations

Dates	Times CST
September	9-11:00 a.m. or Noon-4:00p.m.
First Choice: _____	_____

Second Choice: _____

Rio Grande Valley Area Organizations

Dates	Times CST
September	9-11:00 a.m. or Noon-4:00p.m.
First Choice: _____	_____

Second Choice: _____