



THE SPARTANBURG COUNTY FOUNDATION  
*Your Community Foundation*

## 2018 Request for Proposals – Responsive Grants

The Spartanburg County Foundation is excited to announce that in 2018 it will accept proposals for responsive grants throughout the year on a rolling deadline. The Foundation recognizes its role as a grantmaker that responds to ongoing needs in the community and seeks applications that are innovative, meet the needs of Spartanburg County, and are integral in advancing an organization's mission. Responsive grant sizes will range from \$5,000 to \$15,000.

Proposals must clearly provide innovative responses to address the goals and/or priorities set forth by the Spartanburg Community Indicators Project. For more information about the Spartanburg Community Indicators Project or to download the reports, please visit [www.strategicspartanburg.org](http://www.strategicspartanburg.org). Projects/programs may benefit a single organization, a collaborative initiative, and/or a system of services that address community issues.

### Grant Guidelines

The Spartanburg County Foundation considers only those organizations and institutions that are recognized as 501(c)(3) non-profit and/or tax exempt entities providing services to the residents of Spartanburg County, South Carolina. By meeting these criteria, certain institutions and organizations located outside of Spartanburg County may be eligible for funding; however, funding is restricted to benefit Spartanburg County only. Organizations that serve multiple counties must clearly show that the funds will remain in Spartanburg County.

Except in unusual circumstances, multi-year grants are not considered. **Organizations that receive a grant through one of the Foundation's Responsive Grantmaking Cycles are not eligible to apply for a grant in any other Responsive Grantmaking Cycle within 12 months.**

**The Spartanburg County Foundation gives Priority Consideration to:**

- Projects that clearly provide innovative responses to the goals identified by the Spartanburg Community Indicators Project; but do not unnecessarily duplicate other efforts.
- Projects that are collaborative in nature, involving two or more organizations.
- Projects that enhance the internal stability and growth of a receiving organization.
- Projects likely to attract support from matching fund arrangements.
- Projects with a plan for continued funding from other sources.

**The Spartanburg County Foundation Trustees are Inclined to Favorably Consider:**

- Projects that affect broad segments of the community.
- Projects that demonstrate good planning in light of overall community needs.
- Projects for which partial funding is required rather than total funding by the Foundation.
- Projects with appropriate measurement and evaluation tools in place.
- Projects that promote volunteer participation.

**The Spartanburg County Foundation does not Generally Provide Funding for:**

- Annual fund campaigns.
- Annual operating support, other than for start-up purposes.
- Recurring requests from a grantee for the same purpose for which a Foundation grant has been previously awarded.

- Endowments.
- Film projects.
- Publication of books or reports.
- Fundraising events, celebrations, or dinners.
- Individual schools unless the proposed project is district- or county-wide and is supported by the District Superintendent(s). Requests from public school systems must come from the superintendent's office and include a letter of support from the superintendent.

**The Spartanburg County Foundation does not Provide Funding for:**

- Lobbying activities, political organizations, or candidates for public offices.
- Individual projects.
- Religious organizations for sectarian purposes.
- Research that is of a non-community nature or that does not have promise of near term benefits to the citizens of Spartanburg County.
- Debt reductions, deficits, or previous obligations.
- Retroactive expenses/activities.

## Instructions for Completing the Proposal

In 2018, proposals will be submitted by email and require 4-5 attachments. Below is the information you will need to complete a proposal. Please make sure to follow all instructions carefully. Incomplete proposals will not be considered.

### Required Materials/Attachments

Please include the following documents in your proposal email:

1. Cover sheet that includes:
  - Name and address of organization
  - Organization's Tax Identification Number
  - Organization's mission statement
  - Grant Contact name and email/phone number
  - Requested grant amount
  - Summary paragraph of the project, including how the Foundation's dollars will be used
2. Proposal Narrative (*Further instructions outlined below*)
3. Consultant/Vendor Proposal (*if applicable*)
  - Organizations that are using the services of a consultant and/or outside vendor for any portion of their grant request **MUST** submit a copy of the consultant/vendor proposal and estimate as an additional attachment.
4. Detailed, itemized project budget
5. Organization's most recent IRS form 990

### Proposal Narrative

The Proposal Narrative should be a maximum of two pages, must be in a font of at least 12 point size, and have reasonable margins. It should include and address the following:

- A description of the project for which you are requesting funds. Include the depth and reach of the project (degree and duration of intervention and number of people served).
- An outline of how the funds requested from The Spartanburg County Foundation will be used.
- An explanation of how your organization addresses one or more specific community need(s)/issue(s). Describe how this project will work to address that need/issue. Please include supporting data.
- A project timeline.

- The measurable outcomes/goals you hope to achieve and how you plan to measure progress. Include the specific measurements that will be used.
- If community partners are involved, list each partner and their role in the project.

### **Submission Instructions**

Please email your proposal to: Ashley Whitt, program specialist, at [awhitt@spcf.org](mailto:awhitt@spcf.org).

Each item must be submitted as a separate attachment in your email (i.e. coversheet, narrative, project budget, 990 form, and consultant proposal if applicable). We encourage you to submit PDF files, if possible.

#### **Note:**

- Do not send any type of supplemental materials unless requested.
- Be sure that all required attachments are submitted with your proposal. Your proposal will not be considered unless all requested information is received.
- If you do not receive a confirmation email, please contact Ashley Whitt at 864.582.0138.

## **Rolling Deadlines**

The Spartanburg County Foundation is accepting proposals for its 2018 Responsive Grantmaking Program on a rolling deadline. Please note that proposals received by:

- **Friday, May 4, 2018**, will be considered at the Foundation's June Board Meeting
- **Friday, July 20, 2018**, will be considered at the Foundation's September Board Meeting
- **Friday, October 12, 2018**, will be considered at the Foundation's December Board Meeting

## **Questions**

If you have any questions, please contact Ashley Whitt, program specialist, at [awhitt@spcf.org](mailto:awhitt@spcf.org) or (864) 582.0138, or Tara Weese, director of grants and initiatives at [tweese@spcf.org](mailto:tweese@spcf.org) or (864) 582.0138.