



The San Diego Women's Foundation (SDWF), a supporting organization of The San Diego Foundation (TSDF), educates and inspires women to engage in collective philanthropy. We are catalysts for change, investing in innovative solutions that benefit underserved communities in the San Diego region. This year SDWF will accept proposals from non-profit organizations with programs that support and enhance the employment readiness of individuals in underserved communities in the San Diego region. All grant award decisions are made by SDWF's members and affirmed by TSDF's Board of Governors.

THE SAN DIEGO WOMEN'S FOUNDATION
Letter of Inquiry Guidelines
Developing Employment Readiness
Grant Cycle 16

Focus:

SDWF's priority for the 2016-17 grants cycle is funding employment readiness programs which provide innovative solutions benefiting members of underserved communities in the San Diego region. SDWF is particularly interested in programs that provide career-specific education, training or work experiences that increase access to San Diego's labor market and the prospect of long-term financial self-sufficiency.

Definitions:

Employment Readiness Programs – Employment readiness programs provide career-specific educational opportunities, job skills training, internships, and/or apprenticeships. They may assist someone newly entering the work force or assist adults reentering the work force or seeking a new career path. The program may include, but not solely provide, social support and mentorship services that allow participants to pursue their employment readiness goals.

Underserved – An underserved population is any group of individuals who, because of disability, place of residence, geographic location, age, race, gender, or socioeconomic status, do not have equitable access to services and/or resources that fulfill important individual or community needs.

Innovative – A program provides an innovative solution if it: (1) has unique, non-traditional, or uncommon elements; and/or (2) is implementing a program in a new way or expanding a program to a new community or broader population.

Letter of Inquiry Requirements

Before submitting your LOI, please ensure the following requirements are satisfied:

Grant Amount

The minimum grant to be awarded in this grant cycle is \$25,000. Programs that do not meet that amount have the option to collaborate with other similar programs and submit

one proposal for the collaboration. There is no maximum. SDWF expects to award between \$165,000 and \$200,000 in total in June 2016.

Grant Period

Each grant is awarded for a 12-month period. This grant cycle begins on July 1, 2016, and ends on June 30, 2017.

Eligibility

To be eligible for a grant from SDWF, organizations must be located in and providing services in San Diego County. Organizations must have tax-exempt 501(c)(3) status. An organization may serve as a fiscal sponsor for a charitable organization that does not have tax-exempt status if a cooperative relationship between the two can be clearly demonstrated. The fiscal sponsor must be willing to administer the grant if awarded.

An organization may submit only one proposal. If more than one proposal is submitted from the same organization, all proposals from that organization will be ineligible for funding. An organization that has received or currently is receiving funding from SDWF is eligible to apply.

Organizations seeking a grant from the SDWF must first submit a Letter of Inquiry (LOI). The deadline for LOI submission is **Wednesday, August 26, 2015, at noon**. Incomplete or late LOIs will not be accepted. Full proposals will be subsequently requested from organizations that successfully meet LOI criteria and are selected by the SDWF Grants Committee.

Funding Exclusions

SDWF generally does *not* fund:

- Major building campaigns
- Conferences
- Endowments
- For-profit organizations
- Individuals unaffiliated with a qualified fiscal sponsor
- Organizations outside of the San Diego region
- Projects that promote religious or political doctrine
- Research (medical or otherwise)
- Existing obligations/debt
- Scholarships

Grant Seekers' Forum

All grant seekers are *strongly* encouraged to attend the Grant Seekers' Forum to discuss the SDWF Grant Guidelines and LOI process. The forum will be held:

Date: **Wednesday, July 29, 2015**
Time: **3:00 pm – 4:30 pm**
Location: The San Diego Foundation Hoffman Room
2508 Historic Decatur Road
San Diego, CA 92106
RSVP: **By Thursday, July 23, 2015**
To Kim Fields

PLEASE NOTE: Because space is limited, *only one representative per organization may attend.*

Community Leadership Development Grants Cycle Timeline

Monday, July 6, 2015	Guidelines and LOI Released
Wednesday, July 29, 2015, 3:00 – 4:30 pm	Grant Seekers' Forum
Wednesday, August 26, 2015, noon	LOI Submissions Due
Monday, November 9, 2015	Requests for Proposals mailed
Wednesday, December 16, 2015, noon	Proposals Due
Wednesday, February 10, 2016	Requests for Site Visits mailed
March 8, 2016 – April 1, 2016	Site Visits
Thursday, May 12, 2016	Grant Award Letters mailed
Thursday, June 2, 2016	Grants Celebration
Friday, July 1, 2016	Program funding start date



Grants Cycle 16
Letter of Inquiry Guidelines
Developing Employment Readiness

Below are the questions you must answer when you submit a Letter of Inquiry. Be thorough but please **do not repeat information in multiple responses. Please be certain you adhere to all word limits.**

ORGANIZATION

Name of Organization
Org Address
Contact First Name
Contact Last Name
Contact Position Title
Contact Email
Contact Phone
Executive Leader Name (if different from Contact)
Executive Leader Position Title (if different from Contact)
Executive Leader Email
Is your organization a 501(c)(3)?
Tax ID#
Year Organization Founded
If not a 501(c)(3), Name of Fiscal Agent
Fiscal Agent Tax ID#
Fiscal Agent Contact Name
Fiscal Agent Address
Fiscal Agent Phone
Fiscal Agent Email
Mission Statement

PROGRAM

Program Name
Program Collaborators and Roles (if applicable)
Amount Requested
Total Program Budget

Funding is for (choose one):

New Program

Existing Program

- 1) Program Summary: Provide an overview of the scope and nature of your program *(250 words maximum)*
- 2) Describe how your program is innovative and what underserved population it reaches (see definitions above). *(250 words maximum)*
- 3) Describe the criteria for selecting participants in the program and how many participants you will have. *(125 words maximum)*
- 4) Describe how the program will develop each participant's employment readiness. Be specific. Describe in detail the type of training/experiences that will be provided to each participant, the time commitment required of each participant,

and the skill sets of staff members and educators who will oversee the program, etc. *(375 words maximum)*

- 5) Describe how the program will increase each participant's access to San Diego's labor market and prospect of that participant's long-term financial self-sufficiency. *(375 words maximum)*
- 6) Describe how you will measure the success of the program. State what specific outcomes you expect for your participants and how you will determine if these outcomes are achieved. *(375 words maximum)*
- 7) Describe how funding from the SDWF will be used (salaries, new hires, equipment, supplies, etc.). *(250 words maximum)*
- 8) Describe the program's implementation timeline from July 1, 2016, to June 30, 2017. *(250 words maximum)*

To access the online application, please visit the following link:

<https://app.smarterselect.com/programs/23588-San-Diego-Womens-Foundation>

If you have any questions about the application, please contact Kim Fields at kimf@sdfoundation.org.