

Request for Proposals (RFP) to The David and Jane Gotelli Family Fund

The David and Jane Gotelli Family Fund was established at Napa Valley Community Foundation (NVCF) in 2018 as a permanently endowed Fund to support organizations that seek to improve or sustain the welfare of small animals throughout Napa County. NVCF is now accepting funding proposals from qualified organizations providing services that benefit small animals in Napa County for the Fund's first year of grantmaking. **The total amount available for the 2019/2020 grant period is \$126,381.**

- Grants will only be distributed to organizations and programs serving Napa County
- Grants are available for program or general support in amounts from \$5,000 to \$20,000
- Proposals must be for a one-year grant period

NVCF will host an **information session for applicants** to The David and Jane Gotelli Family Fund on **September 10, 2019** from 10:00 a.m. to 11:00 a.m. at Napa Valley Community Foundation, 3299 Claremont Way, Suite 2 in Napa. Attendance is not mandatory, but we strongly encourage a representative of your organization to attend so we can address any questions prior to a proposal submission.

Who and What is Eligible

- Nonprofits with 501(c)(3) public charity status, or programs with a fiscal agent that is a 501(c)(3) public charity (provided that a letter of support is included from the fiscal agent)
- Public agencies/governmental units, e.g. Animal Shelters, as described in 170(c)(1) of the IRS code
- Agencies whose core focus is to provide services that benefit small animals in Napa County
- Please note that all of the Foundation's general eligibility criteria also apply, and can be found here: <https://www.napavalleycf.org/nonprofits/>

Grant Priorities

Activities related to the care, shelter or provision of medical services that improve or sustain the welfare of small animals. Small animals are defined as animals that would ordinarily be cared for by a small animal veterinarian (e.g., dogs, cats, rabbits, hamsters, birds, lizards, etc.), such as:

- General support to organizations dedicated to the health, welfare or humane treatment of small companion animals
- Animal shelters, sanctuaries and adoption programs
- Subsidized spay/neuter services
- Small animal rescue and care activities
- Education and outreach programs that benefit small companion animals

The Foundation will not consider grant requests at this time for:

- Grants to individual people or animals
- Disaster preparedness programs related to animal rescue and care that occur only during disasters
- Regranting organizations
- Multi-year grants
- Capital campaigns
- Political causes, campaigns or lobbying efforts

Application Process

To be considered for funding, your organization must submit a complete grant proposal **by 11:59 p.m. on October 15, 2019** via email to grantsadmin@napavalleycf.org. The narrative application should be 3-5 pages and must be submitted in Microsoft Word using 12-point font. Applications over or under page counts will not be penalized. Your proposal narrative should address the following questions:

1. Name of the agency/organization (include fiscal sponsor, if one), tax ID number, amount requesting and contact person.
2. Describe your organization's mission and programs. Tell us specifically how they benefit small animal welfare in Napa County.
3. If applying for a program-specific grant, please describe the program and its mechanics. If applying for general support, please share with us the programs that your organization offers.
4. Why is this program/organization needed in the community?
5. Please list and describe at least 3 goals and outcomes for your organization and/or program. All outcomes should be specific and measurable (bulleted list). How are you measuring and tracking these outcomes?
6. Audience(s) served: total number served annually and relevant demographics (bulleted list). Please describe how you reach your audience.
7. Are you partnering with other organizations or agencies? If yes, please describe. If not, why?
8. What are the potential risks and/or challenges for the organization and/or program during the grant period? (bulleted list)

Proposals also must include the following documents in Excel, Word or PDF attachments:

- I. Agency YTD annual operating budget for current fiscal year, as of 9/30/19
- II. Detailed grant request/program budget. Please indicate any other funding pending and/or received and the sources
- III. Audited financials for the most recent fiscal year. If audited financials are not available, provide balance sheets and income statements for the current fiscal year (YTD) and prior fiscal year
- IV. List of current Board Members

Decisions

Following receipt of your proposal, the Foundation may request additional information in writing and/or a site visit or phone interview with representatives of your organization. The Foundation may also contact your partner agencies to learn more about collaborations. The Foundation will notify organizations of its funding decisions no later than January 22, 2020.

Grant Reporting Requirements

Projects must be completed within 12 months of funding. Grantees will be required to provide a written report that tells us how the funds were spent, as well as the progress and results of their program. Grant report guidelines are available on our [website](#).

Contact: Rejane Brito, Director of Programs and Philanthropic Engagement, at rejane@napavalleycf.org or 707.254.9565 x22.

About Napa Valley Community Foundation

Napa Valley Community Foundation works side-by-side with local donors and nonprofits to tackle the most important challenges our Valley faces. Now celebrating 25 years of service to the community, the Foundation has distributed more than \$50 million in grants to improve the quality of life for residents of the region, and currently serves as the philanthropic partner to thousands of individuals, families, nonprofit agencies and corporations in Napa Valley and beyond. To learn more visit napavalleycf.org.