

## 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 Legacy 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 nonprofit organizations providing services that benefit small animals in Napa County.

- 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 \$30,000
- Proposals must be for a one-year grant period

### 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 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 on our [website](#)

### 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.). Priorities include:

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

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

- Grants to individual people or animals
- Regranting programs
- Multi-year grants
- Capital campaigns
- Political causes, campaigns or lobbying efforts

## APPLICATION PROCESS

### Information Session

NVCF will host a virtual information session for applicants to The David and Jane Gotelli Family Fund on **December 8, 2021 from 5:00 p.m. to 6:00 p.m.** via zoom. 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. To register for the information session, please email your name and organization name to [grantsadmin@napavalleycf.org](mailto:grantsadmin@napavalleycf.org).

### Deadline

To be considered for funding, your organization must submit a grant proposal narrative and supporting documents via email to [grantsadmin@napavalleycf.org](mailto:grantsadmin@napavalleycf.org) by **January 15, 2022**.

### 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 March 31, 2022.

### 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 Information

For any additional questions, please contact Rejane Brito, Director of Programs and Philanthropic Engagement, at [rejane@napavalleycf.org](mailto: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 26 years of service to the community, the Foundation has distributed more than \$85 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](http://napavalleycf.org).

## APPLICATION GUIDELINES FOR THE DAVID AND JANE GOTELLI FAMILY FUND

### 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. Audience(s) served: total number served annually and relevant demographics. If your organization also serves other counties and/or large animals, please describe what percentage represents small animals and Napa County. Please describe how you reach your audience.
6. Please list and describe at least 3 goals for your organization and/or program. All goals should be specific and measurable. How are you measuring and tracking these goals?
7. Are you partnering with other organizations or agencies? If yes, please describe.
8. What are the potential risks and/or challenges for the organization and/or program during the grant period?
9. Describe the state of your organization's financial health, and program financial sustainability, if applicable.

### Proposals also must include the following documents:

- I. Most recent agency YTD annual operating budget for current fiscal year
- 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)
- IV. List of current Board Members

Submit your narrative and supporting documents via email by January 15, 2022 to [grantsadmin@napavalleycf.org](mailto:grantsadmin@napavalleycf.org).