

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 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

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 specific animals or individual people caring for animals
- Regranting programs
- Capital campaigns
- Political causes, campaigns, or lobbying efforts

APPLICATION PROCESS

To be considered for funding, your organization must submit a grant proposal narrative using the enclosed “Application Guidelines for The David and Jane Gotelli Family Fund” and all supporting documents via email to grantsadmin@napavalleycf.org by **January 18, 2024**. Guidelines are available on our [website](#).

The Foundation aims to be accessible, encourages communication, and is happy to discuss proposals prior to submission. If you have questions or need further clarification, please contact Rejane Brito, Senior Director, Programs & Philanthropy at rejane@napavalleycf.org or 707-254-9565 x22.

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, 2024.

Grant Reporting Requirements

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](#).

About Napa Valley Community Foundation

Napa Valley Community Foundation works side-by-side with local donors and nonprofits to tackle the most important challenges the Valley faces. Now celebrating 29 years of service to the community, the Foundation has distributed more than \$100 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.

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. Audience(s) served: total number of animals/families 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.
5. 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?
6. Are you partnering with other organizations or agencies? If yes, please describe.
7. What are the potential risks and/or challenges for the organization and/or program during the grant period?
8. What is your organization total annual budget? 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 for one year period. 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 18, 2024, to grantsadmin@napavalleycf.org**