

Request for Proposals (RFP) to the William A. and Theresa N. Boughn Fund

Napa Valley Community Foundation (NVCF) is pleased to invite proposals for the inaugural grant cycle of the **William A. and Theresa N. Boughn Fund**, established to improve the lives of Napa County residents with developmental disabilities.

The Fund was created through a generous bequest from the Boughn family in honor of their daughter, Melissa Ann Boughn, who lived with developmental disabilities and spent nearly four decades as a resident of Vine Village. Through this legacy, the family entrusted NVCF with supporting charitable organizations that provide residential care, assistance, and related services to individuals with developmental disabilities in Napa County.

The Foundation seeks proposals by **September 30, 2026**, from nonprofit organizations providing direct services that improve the quality of life, independence, health, safety, and inclusion of Napa County residents with developmental disabilities. In keeping with the Boughn family's wishes, the Foundation will invest in organizations that **help Napa County residents with developmental disabilities lead safe, healthy, self-determined, and meaningful lives**. We believe that transformative impact comes through consistent, long-term support that honors the dignity, potential, and unique needs of every individual.

Grant Amounts and Types

- Organizations with annual operating budgets of \$1 million or more may request up to \$50,000.
- Organizations with budgets under \$1 million may request up to \$25,000.

Awards are based on organizational size, demonstrated need, proposal strength, and funds available.

Grant requests may not exceed 20% of an organization's total annual operating budget (for example, an organization with \$50,000 in annual operating expenses may request up to \$10,000).

NVCF welcomes **both unrestricted general operating support requests and program-specific proposals**. We recognize that strong organizations are essential to achieving lasting community impact.

Eligibility differs by type of request: General operating support is intended for organizations for which serving people with developmental disabilities is a primary purpose and a substantial part of their ongoing work. Organizations with a broader mission may apply for support of a specific program that is substantially dedicated to serving people with developmental disabilities. See eligibility requirements below.

Who and What is Eligible

Applicants must:

- Be a 501(c)(3) public charity, have a qualified 501(c)(3) fiscal sponsor (letter required), or be a public agency/governmental entity under IRC Section 170(c)(1).
- Serve Napa County residents with developmental disabilities in Napa County.
- Provide **direct services or supports** to Napa County residents with developmental disabilities, including residential care, supportive services, community-based or therapeutic services, independent living or employment supports, family supports, recreation, transportation, or other services that improve their quality of life, independence, health, safety, or inclusion.
- Meet the eligibility requirements below for the type of support requested.
- Meet NVCF's general grant eligibility requirements **found on our website**.

General Operating Support

General operating support is intended for organizations for which serving people with developmental disabilities is a primary purpose and a substantial part of the organization's ongoing work.

NVCF will consider the organization's mission, core programs and services, and population served in making this determination. **As a general guideline, organizations seeking general operating support should demonstrate that approximately 60% or more of the people they serve annually are people with developmental disabilities.**

Program-Specific Support

Organizations whose broader mission or services are not primarily focused on people with developmental disabilities may apply for support of a specific program or service that is substantially dedicated to serving people with developmental disabilities.

To be eligible:

- People with developmental disabilities must be the primary intended beneficiaries of the proposed program or service and, as a general guideline, should represent at least 75% of the individuals served by the program.
- The program must serve a meaningful number of Napa County residents with developmental disabilities and demonstrate a clear benefit to this population.
- Grant funds must be used specifically for the eligible program or service.

Programs intentionally designed to promote inclusion by bringing people with and without developmental disabilities together may also be considered, provided that serving people with developmental disabilities is a central purpose of the program, rather than incidental to a program serving the general population.

Funding Priorities



William A. and Theresa N. Boughn Fund Request for Proposals

Priority may be given to organizations that:

- Provide person-centered services that promote dignity, self-determination, independence, meaningful relationships, and opportunities to participate and contribute in community life.
- Provide residential care, housing supports, or independent living services.
- Increase access to healthcare, behavioral health, employment, recreation, transportation, or daily living supports.
- Support families and caregivers.
- Address unmet or emerging community needs.
- Demonstrate strong organizational effectiveness, collaboration, and long-term sustainability.

The Foundation Will Not Consider

- Requests exceeding the maximum and/or requests representing more than 20% of the organization's annual operating budget.
- Capital campaigns.
- Multi-year grant requests.
- Scholarships or direct financial assistance to individuals.
- Regranting organizations.
- Research studies or research-focused projects. While research may be considered in future grant cycles, however in this first year the Fund is focused solely on direct services and supports that benefit Napa County residents with developmental disabilities and their families.

Application Process

Submit a proposal narrative addressing the questions below, along with required attachments, by **September 30, 2026**, to GrantsTeam@napavalleycf.org.

We aim to be accessible – reach out before submitting to discuss eligibility and project fit: Julia DeNatale, Chief Impact Officer, julia@napavalleycf.org, 707-254-9565 x16.

Funding Decisions

We may request additional information, a site visit, or a phone interview, and may contact partner agencies. Funding decisions will be communicated no later than **November 14, 2026**. Recommendations are informed by an Ad Hoc Advisory Committee with expertise in developmental disabilities and approved through NVCF's Community Programs & Grants Committee.



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Grant Reporting Requirements

Grantees submit a brief final report (due approximately one year after the award; exact date and report guidelines specified in the grant letter) covering: how funds were used, number of Napa County residents served, outcomes achieved, and lessons learned/future plans.

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 32 years of service to the community, the Foundation has distributed more than \$125 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 WILLIAM A. AND THERESA N. BOUGHN FUND

Proposal Narrative

Please answer as briefly as possible in a Word document.

1. Organization & Request Snapshot

Organization name, contact person, tax ID, amount requested, type of request (general operating or program support), and a one-sentence summary of the request.

2. Who You Serve

Briefly describe who your organization serves, including:

- the total number of people your organization serves annually;
- approximately how many and what percentage are people with developmental disabilities;
- approximately how many Napa County residents with developmental disabilities you serve annually;
- age groups and types of developmental disabilities served;
- geographic service area; and
- any other demographic information that helps us understand the population you serve.

If requesting general operating support: Briefly describe how serving people with developmental disabilities is reflected in your organization's mission and core programs and services.

If requesting program-specific support: Also provide:

- the total number of people the proposed program serves annually;
- the number and percentage of program participants who are people with developmental disabilities;
- the number of Napa County residents with developmental disabilities the program serves annually; and
- a brief explanation of how the program is specifically designed to meet the needs of people with developmental disabilities.

3. Use of Funds and Expected Impact

Describe your organization's greatest current needs and how this grant would strengthen your organization and the services you provide to Napa County residents with developmental disabilities.

Please also describe:

- The difference this funding will make over the next 12 months for Napa County residents with developmental disabilities.
- The specific outcomes you expect to achieve, including both the number of people you expect to serve and the changes you hope to see in their lives.
- How you will measure success using both quantitative measures (such as the number of

individuals served, services delivered, or goals achieved) and qualitative measures (such as participant or caregiver feedback, testimonials, or improvements in independence, quality of life, or community inclusion).

If requesting program-specific support: Also describe the specific program, the activities to be funded, the financial need, and the difference this grant will make for Napa County residents with developmental disabilities.

4. Collaboration and Sustainability

Describe your key partnerships (such as the Regional Center, healthcare providers, schools, employers, nonprofits, or public agencies), your organization's financial health and outlook, and how this grant will strengthen your ability to serve Napa County residents over time.

5. Budget

Annual operating budget, program budget (if applicable), and confirmation that the request represents 20% or less of your annual operating budget.

Required Attachments

1. Current organizational operating budget (Board-approved, if available).
2. Program budget (if applicable).
3. Most recent audited financial statements (or year-end financials if no audit is available).
4. Current Board of Directors list.
5. IRS determination letter (if requested).
6. Most recent IRS Form 990.

Submit narrative (in Microsoft Word format) and attachments by **September 30, 2026**, to GrantsTeam@napavalleycf.org.