

Santa Fe Baby Fund



2017 REQUEST FOR PROPOSALS

The Santa Fe Baby Fund seeks to promote the healthy development of babies and toddlers (ages 0-4) in Santa Fe and to raise awareness of the critical importance of investing in early childhood to benefit our residents and our community.

The Baby Fund is accepting applications in the following two priority areas:

- Increase number of children (ages 0-4) meeting social, emotional, cognitive, language, and physical developmental milestones
- Keep young children (ages 0-4) in Santa Fe safe by reducing child abuse and neglect

We will prioritize projects that focus on at least one of the following:

- Raise public awareness and outreach on early childhood issues and resources related to healthy development and safety of young children (ages 0-4)
- Expand family support programs that promote child development and parenting skills
- Support professional development of early childhood care and education workforce
- Collaborating and coordinating programs and services

Please email your completed application to:

Judith Lavender

Interim Director, Santa Fe Baby Fund

jlavender@santafecf.org

Subject line: SFBF Application – Name of your Organization

Applications due by 5 PM on Monday, August 14, 2017

Late applications and applications exceeding the four-page limit (not including attachments) will not be accepted. There are four required sections (I-IV) and one optional (V) for Giving Together catalog.

The Baby Fund Advisory Council's funding decisions will be emailed to grant applicants in late September 2017. If you have questions, please contact Judith Lavender, Baby Fund Interim Director at jlavender@santafecf.org prior to August 31, 2017. After August 31, 2017, please direct any questions to Katie Dry, Baby Fund Director at kdry@santafecf.org.

I. ADMINISTRATIVE INFORMATION

Legal Name of Organization:

Mailing Address:

Website Address:

Executive Director Name, Email and Phone #:

Are you a 501 (c)3?

If yes, what is your Federal Tax ID number (EIN)?

If yes, what is your NM State ID (CRS#)?

If no, what is the name of your fiscal sponsor?

What is your fiscal sponsor's Federal Tax ID number (EIN)?

What is your fiscal sponsor's NM State Tax ID (CRS#)?

When was your (not your fiscal sponsor) organization founded?

Your total annual operational budget:

Name and email address of the person who completed and submitted this application:

II. DESCRIPTION OF ORGANIZATION

Tell us briefly about your organization:

- a. What is your mission?
- b. What are your organizational goals and /or objectives?
- c. Describe the activities, programs or project for which you are requesting funding.
- d. Briefly describe the population you serve and how often you interact with your clients.
- e. What is the need or challenge your organization is designed to meet?

III. STRATEGY AND FUNDING

Which priority area applies to your project?

- Increase number of children (ages 0-4) meeting social, emotional, cognitive, language, and physical developmental milestones
- Keep young children (ages 0-4) in Santa Fe safe by reducing child abuse and neglect

Please describe how your project relates to the mission of the Baby Fund to promote the healthy development of babies and toddlers in Santa Fe, prenatal through age four, and to raise awareness of the critical importance of investing in early childhood to benefit our residents and our community.

We will be awarding a total of \$35K in grants ranging from \$5K-\$15K. Here are guidelines to help you determine your ask.

- organizations with an annual budget under \$150,000 may apply for a \$5,000 grant
- organizations with an annual budget between \$150,000 and \$500,000 may apply for a \$10,000 grant
- organizations with an annual budget over \$500,000, may apply for a \$15,000 grant

Please provide a detailed description of how you plan to use the funds for which you are applying.

What other financial support do you receive for this project?

How will you measure the success of your program?

IV. ATTACHMENTS

- a. Attach your most recent budget and a profit and loss statement if you have one. If you are a new program and have no financials yet, please submit a projected budget.
- b. Attach your 501(c)3 letter, or that of your fiscal sponsor if applicable.

V. GIVING TOGETHER CATALOG

In 2010, the Santa Fe Community Foundation initiated the *Giving Together* program where we invite our fund holders to join us more directly in grant making. Foundation staff summarize the proposals meeting basic eligibility requirements received through our competitive grants process and publish them in a catalog for fund holders.

Fund holder participation in *Giving Together* has more than doubled our discretionary grantmaking dollars over the amount the Foundation can grant. Inclusion of all eligible proposal summaries in the catalog gives fund holders the opportunity to contact the Foundation to learn more about any given proposal.

GIVING TOGETHER SUMMARY – If you would like to be included in the Fall 2017 Giving Together catalog, please submit the following in a separate word document.

1. Your organization's mission statement (Strict limit of 300 characters including spaces.)
2. A one or two sentence summary of your grant request (not your mission statement with strict limit of 350 characters including spaces.)
3. A statistic about the need your organization is trying to address. (Strict limit of 300 characters including spaces.)
4. Please include a copy of your IRS 501(c)3 letter.