Thank you for your interest in submitting a grant application to The Nicholas Endowment for the 2016 Grant Cycle. Proposals for this cycle are due by 5:00 p.m. PST, August 1, 2016. Only pre-selected organizations may apply during this grant cycle. Please review the following application requirements and submittal instructions for more information, as they have changed from last year.

Overview of 2016 Funding Guidelines

Guidelines: There is no minimum request amount, however anticipated grant amounts will range from $50,000 to $150,000 per award. Applicants are not guaranteed funding as The Endowment consistently receives more funding requests than there is available funding. Applicants should keep their own grant history with The Endowment in mind as they structure their request, and make sure that the request amount aligns with the identified organizational or programmatic need. While applicants may approach The Endowment for multi-year grants, organizations must submit annual progress reports to secure subsequent year funding.

Types of Allowable Support: The Nicholas Endowment will consider PROGRAMMATIC, CORE OPERATING, and CAPACITY BUILDING requests from all of its supported organizations during the 2016 Grant Cycle. Supported organizations are allowed to submit only one grant application per grant cycle, unless The Endowment specifically requests multiple applications from distinct programs or departments. The Endowment will not consider capital requests, on-going commitments or requests to seed or fund endowments.

Application Requirements

All applicants must provide the following:

1. A signed cover letter on organization letterhead that provides a brief overview of the enclosed request including the request amount, and a clear indication of whether the organization is pursuing support for a specific PROGRAM, CORE OPERATING, or CAPACITY BUILDING
2. A 2016 Organization Budget, including explanation of any deficit or operating reserve
3. Most recent audited financial statements (this requirement does not apply to University projects)
4. Contact information for the proposal applicant and contact information for the person responsible for executing grant agreements
5. If you were awarded an NE grant over $20,000 in 2015, please provide a 6 month brief update on expenditure of funds and activities. Please limit to one sheet.

PROGRAMMATIC support applications must include:

1. A proposal narrative not to exceed ten pages (see recommended % allocation of narrative after each section). The narrative should include:
   a. An introduction that clearly summarizes the request, dollar amount, and length of support; (10%)
   b. An overview of the program, recent accomplishments and achievements, and how the program supports the mission of the organization; (20%)
   c. Description of upcoming (e.g., 2016 or coming fiscal year) program activities and any challenges you are addressing (e.g., environmental or service delivery challenges); (25%)
   d. Description of how funding will be used in support of the program; (25%)
   e. Description of what outcomes the organization will measure to show how The Endowment investment supported the goals and activities of the program. Program outcomes should be measurable and attempt to reflect the impact of the program. Example: Increase arts awareness by providing field trips to 500 students. (20%)
2. A **project or program budget**, including justification of planned expenditures and additional revenue pending or needed for the year or duration of project. The Endowment prefers not to be the sole funder on any project.

**CORE**\(^1\) or **CAPACITY**\(^2\) support applications must include the following:

1. A **proposal narrative** not to exceed ten pages (see recommended allocation of narrative after each section). The narrative should include:
   a. A clear summary of the request, dollar amount and length of support; (10%)
   b. An overview of the current state of the organization, including recent accomplishments, opportunities for growth and the specific organizational needs which will be addressed by the request to The Endowment; (30%)
   c. Description of whether or not the organization is considering changing business, revenue, or staffing models to address organizational needs and what changes the organization hopes to see in its own financial stability or operational efficiency in 12 months; (30%)
   d. A discussion of what long-term outcomes the organization will measure to show how The Endowment investment supports its goals toward organizational and financial health. Core and Capacity outcomes should demonstrate how funds will increase organizational efficiencies, growth, infrastructure, and/or financial health. **Example:** Funding will be used to increase the number of clients served by 20% by year end through an expansion of staff and program sites; or, Funding will allow our organization to increase operational efficiencies by reducing time spent in data collection through use of online tracking of clients. (30%)

\(^1\) A request for **CORE** support should focus primarily on organizational health and long-term goals to achieve the mission. A **CORE** request is for general operational support, and does not have to provide a project budget.

\(^2\) A request for **CAPACITY** should focus on organizational health, but must drill down on the specific infrastructure, expertise, or human resources investment requested and how it will impact organizational effectiveness. A **CAPACITY** request needs to detail the focus of intended spending, but does not have to provide a "capacity building" budget.

**Optional:** Applicants may include up to five additional pages of supplemental materials only if the materials support the case for funding; please reference their applicability in the proposal narrative.

**Recommended Format**

While any readable formatting will be accepted, we recommend the following formatting guidelines for the narrative:

- Single-sided, 8.5” x 11” paper
- 1” margins
- Typed, double-spaced
- Legible size font (e.g., Arial 11 or Times New Roman 12)
- Page numbers and header or footer identifying request and organization
Submittal

New to this cycle, applications must be submitted by EMAIL only. The applicant must submit a copy by EMAIL by 5:00PM PST, August 1, 2016.

- EMAIL one copy of the proposal in a single PDF file to Executive Director Daniel Stetson at:
  
dan.stetson@nicholas-endowment.org

Reporting

All organizations awarded 2016 grants must provide a twelve-month final report to describe grant activities conducted in 2016 (due January 31, 2018) to The Endowment, unless funded program activities do not coincide with the calendar year, in which case alternate report dates can be negotiated. Multi-year awardees must submit annual reports on progress to secure subsequent year funding. There is no formal report format required.

Notification

Applicants will be notified in October, 2016 concerning the status of their request. Grant agreements will be executed before the end of the year.

For a full description of our funding principles and focus areas, visit our website at www.nicholas-endowment.org.

For questions, contact Executive Director, Daniel Stetson at 714-617-8880 or dan.stetson@nicholas-endowment.org.

Thank you for your application. We look forward to reading your proposal.