The University of Montana
Learning By Giving
Request for Proposals, Autumn 2019

The University of Montana Global Leadership Development class, “Can Giving Change the World?”, with support from the Learning By Giving Foundation, is pleased to announce a Request for Proposals to provide grants for Missoula County nonprofit organizations.

The proposal deadline is Wednesday, November 6 at noon.

Criteria: Grants will be made in the following service area.

Programs that focus on environmental sustainability. Potential areas include programs that take action on climate change by raising awareness and educating Missoula community members to encourage sustainable lifestyles and business practices. We seek to facilitate both immediate and long-term impacts. The class is receptive to programs that promote mental well-being through sustainable living.

Grant Funding Levels:
1. Grant size is between $2,000 and $6,000
2. Total funding available is $10,000

Eligibility: Applicants must be a 501(c)(3) tax-exempt organization at the time of the application and throughout the duration of the program if funded. Applicants must operate in Missoula County. Funds must be expended within twelve months of receiving grant funding.

1. Eligible proposals will:
   a. Provide a direct benefit to Missoula County
   b. Show a long-term orientation towards improving the Missoula community
   c. Show potential for satisfying unmet needs in Missoula County
   d. Evidence of collaboration with other partners and organizations
   e. Leverage resources
   f. Demonstrate financial security and sustainability
   g. Show a strong fit with the previously stated needs areas
   h. Show evidence of a unique service not replicated elsewhere in the community
   i. Be implemented within 12 months of receiving the grant

2. Proposals with the following will not be considered:
   a. Partisan (political, electioneering, lobbying) or sectarian (religious) activities
   b. Violation of the University of Montana Non-Discrimination/Equal Opportunity Policy
   c. Scholarships and projects directly benefiting only one individual
   d. Debt reduction
   e. Capital Campaign
**Application Packet:** Send TWO copies of the entire package
1. Cover sheet – see attachment below
2. Proposal Narrative – see details below
3. Copy of the IRS 501(c)(3) designation letter
4. Copy of your financial statements from the end of your last full fiscal year, such as an audit, financial review, compilation or IRS 990 form

**Proposal Narrative:** Please address the following in three pages or less.

1. **Statement of the problem:** Briefly describe the need/problem the funding will address.
2. **Objective:** What are the expected outcomes to be achieved through the use of the funding?
3. **Activities:** What methods/activities will be implemented to achieve the expected outcome?
4. **Background:** What has been done so far to address the need/problem? Include current related projects/activities.
5. **Evaluation:** How will you evaluate the success of the program/project/activities?
6. **Additional Support:** How will you potentially leverage these funds with others to support and/or sustain the project beyond the use of these grant funds? Do you have other funding that also supports the project? Please describe how this project would proceed if it does not receive funding or receives partial funding.
7. **Budget:** Include a line item budget in which you describe the specific amount you are requesting and a brief explanation of each line item request.

**Where to send the application**
- Application packets are due Wednesday, November 6, by 12:00 Noon
- We cannot accept incomplete or late applications
- Mail or drop off TWO copies of the package to:

  Learning by Giving Program  
  Civic Engagement  
  Davidson Honors College Room 020  
  The University of Montana  
  Missoula, MT 59812

**Grant Cycle Schedule**
- **October 16**  RFP Posted  
- **November 6**  Applications Due  
- **Nov 8 – Dec 3**  Grant Review Process – including site visits to finalist candidates  
- **December 6**  Award Decisions Announced  
- **December 12**  Grant Award Ceremony on campus 9:00 AM

For additional information, contact Andrea Vernon at 243-5159 or andrea.vernon@mso.umt.edu

**Final Checklist before mailing:**
1. Are your materials computer-generated? We will not accept handwritten applications.
2. Is your application packet complete with cover sheet on top? Did you include TWO complete copies of the packet? Please note, you only need to turn in one copy of your financial statements.
3. Did you include your current IRS 501(c)(3) designation letter?
4. Will the application packet be received on campus no later than November 6th by noon?  
   We look forward to hearing from you.
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Cover Sheet

No handwritten cover sheets or narratives are accepted.
ALL fields are required.

Name of 501(c)(3) Organization:
Address:
City, State, Zip:
Phone/Fax:
Web Address:
Contact Person & Title:
E-mail:
Tax ID number:
Organizational budget (annual amount):

Name of the program/project you are requesting funding for:

Amount Requested: $
Total Project Cost: $

What other organizations or individuals do you collaborate with on this project, and what roles do they have?