

# grant application



Advancing social  
justice for LGBT  
communities in the  
Upper Midwest

## vision

PFund Foundation is a catalyst in building communities in Minnesota and the Upper Midwest where gay, lesbian, bisexual and transgender people are celebrated and live free from discrimination, violence, invisibility and isolation.

## mission

PFund Foundation is a vital resource and community builder for gay, lesbian, bisexual, transgender and allied communities by providing grants and scholarships, developing leaders and inspiring giving.

## about PFund Foundation

Established in 1987 as Philanthrofund Foundation in Minneapolis when four friends pooled \$2,000, PFund is now supported by thousands of individuals in dozens of states who have created a vibrant and vital community foundation that is a catalyst for equality. PFund is one of only a handful of foundations in the nation created specifically by and for LGBT communities. It provides grants to emerging non-profit organizations and projects that would otherwise not get funded by large organizations, awards scholarships, develops leaders, and inspires giving. Today PFund manages more than \$1.3 million in assets, enjoying the support of committed donors and dedicated volunteers from LGBT and allied communities. PFund awards over \$140,000 annually to LGBT-related individuals and organizations throughout the Upper Midwest — in Minnesota, Iowa, North Dakota, South Dakota and Wisconsin.

## deadlines

- > **August 1** – letter of inquiry due online
- > **August 15** – PFund notifies select organizations they may submit full proposals
- > **October 1** – postmarked full proposals

Send materials to:

Kayva Yang, Program Officer  
PFund Foundation  
1409 Willow Street, Suite 210  
Minneapolis, MN 55403

## our grant making

### PFund's role in advancing social justice

PFund recognizes the LGBT movement as part of a broader progressive movement for social justice and believes philanthropy has an immense influence on creating long-lasting social change. The work of our grantee partners changes attitudes and institutions to create healthy communities and widespread equity.

Through our grant making PFund seeks to:

- >> Create institutional change by addressing the root causes of injustice
- >> Provide access to resources/services for underserved populations within LGBT communities
- >> Create healthy and inclusive communities advancing equity and social justice at the intersection of our multiple identities
- >> Challenge oppression based on race, age, sex, sexual orientation, gender identity/expression, socioeconomic status and all forms of oppression

PFund encourages grantee partners to work alongside other justice champions to create widespread social change.

PFund's grant program is coordinated by our staff programs manager with assistance from the foundation's board of directors and a community review panel representative of our diverse LGBT and allied communities.

We encourage you to contact PFund for assistance in preparing your letter of inquiry or grant application or for additional information about the foundation. Please call Kayva Yang, Program Officer, at 612.870.1806 or toll-free at 1.800.435.1402 or by email at [kyang@PFundOnline.org](mailto:kyang@PFundOnline.org) or visit us on the web at [www.PFundOnline.org](http://www.PFundOnline.org).

## eligibility

To be considered for a grant from PFund an organization must support PFund's mission and vision and:

- >> Have a program or service area in Minnesota, Iowa, North Dakota, South Dakota and/or Wisconsin
- >> Complete and submit a final report for any past grants from PFund
- >> Complete PFund's Certificate of Non-discrimination
- >> Have proof of 501(c)3 or 501(c)4 status or a fiscal agent with 501(c)3 or 501(c)4 status

### PFund's grant program does not fund:

- >> Religious organizations for religious purposes
- >> Political campaigns
- >> Individual persons
- >> Fundraising events
- >> For-profit organizations
- >> Public agencies for mandated services
- >> Projects for the fulfillment of requirements toward a degree-granting program

## areas of interest

PFund funds nonprofits that focus their programming or projects within one of the three pillars of social justice:

**Achieving equal rights** — through advocacy and civic engagement.

*Vision:* LGBT people's human rights and dignity are unquestioned and they are free from discrimination.

**Ensuring access, safety and security** — in such places as schools, health providers, and housing.

*Vision:* LGBT people experience the world as a place of safety and our media, policy makers, families and popular culture reject any form of violence against them.

**Creating power through community** — as a result of organizing, events and the arts.

*Vision:* LGBT people are celebrated, visible, and find power in working together to advance equality and justice.

## grassroots and direct lobbying

PFund recognizes the importance of grassroots and direct lobbying efforts for many LGBT organizations. PFund will consider proposals for lobbying efforts on behalf of LGBT issues as a limited part of its annual grantmaking cycle, within the limits set by the 501(h) section

of the tax code — legislation which allows a certain amount of expenditures by nonprofit organizations to be used for lobbying and advocacy activities.

## grant guidelines

In the selection process, PFund considers the following:

- >> All programs must benefit LGBT and allied communities.
- >> Submissions should address the depth and complexity of critical issues in LGBT communities.
- >> Programs with clear visions of social change that address intersections of multiple forms of oppression
- >> A wide variety of programs, including those that serve targeted populations such as gender, race and age
- >> Organizations and programs from a broad range of fields, e.g., the arts, social change, advocacy, health and wellness and education
- >> Organizations and programs that have limited appeal to traditional funding sources
- >> Genuine collaboration among organizations with similar goals and, whenever possible, uniqueness of efforts

## grant amount

PFund strives to fully fund grant requests. Grants typically range from \$3,000 - \$5,000, with a maximum grant amount of \$10,000.

### Guidelines for smaller organizations with a LGBT-specific mission:

Organizations with an annual budget of less than \$500,000 and a mission focus on LGBT people and issues may apply for general operating funds and/or project support.

### Guidelines for larger LGBT-specific organizations or organizations with a mission that is not LGBT-specific:

An organization with a mission not focused on LGBT people and issues or an organization with an annual budget exceeding \$500,000 may only apply for project-specific support. Such organizations are limited to receiving annual support for the same project for no more than three (3) consecutive years. (This is not multi-year project funding; new grant applications must be made annually).

In assessing such applications, the foundation is positively influenced by an organization's demonstrated commitment to including LGBT communities and individuals at all levels of the organization and in its activities and programming.

## application instructions

### letter of inquiry

- >> PFund's letter of inquiry is online. Visit [www.PFundOnline.org](http://www.PFundOnline.org) to submit a letter of inquiry
- >> Please address the following:
  - > Request amount
  - > Organization mission and background
  - > Describe the program/project/organization you are requesting funds for and what you hope to achieve for LGBT communities in the Upper Midwest. Describe your activities, communities served and an overview of constituent demographics.
  - > How will you know your work has been successful and how will you measure it? How will your work change attitudes and institutions to create long-lasting social change?
  - > Other information you feel is pertinent
- >> PFund will notify selected organizations by August 15 that they may submit full proposals
- >> If your organization receives an invitation to submit a full proposal, follow the instructions in the Grant Application section

### grant application

Complete/include the following requirements. Include eight (8) copies, each stapled:

- 1) Minnesota Common Grant Application Cover Page (COVER PAGE ONLY)
  - >> Found at <http://www.mcf.org/mcf/grant/grant.pd> , page 2
  - >> Specify amount requested
  - >> Specify support type (program/project or general operation, see guidelines)
- 2) 150-word summary of the proposal for public release
- 3) Proposal Narrative (not to exceed 5 pages), no cover letter necessary
  - >> Purpose of the grant — address how the program or organization advances LGBT movements, social justice and creates long-lasting change
    - > Tell us how your organization addresses diversity within LGBT communities
    - > Discuss why it is vital to receive a grant from PFund at this time
    - > Communications projects are encouraged to submit samples of previous work or work in progress and to discuss distribution plans

>> Evaluation of the program/project/scope of work — describe how you will evaluate your work. What will success look like?

>> Organization information — describe how your organization will secure support from other sources and how it intends to build its capacity to fulfill its mission and goals through this work. Also describe the organization's plans to continue this work beyond this grant.

4) Budget – provide a detailed budget for the program or project for which you are requesting support. Budget form can be found at [www.pfundonline.org/gands.html](http://www.pfundonline.org/gands.html).

5) Include the following required attachments:

>> Financial statement/balance sheet (profit/loss statement)

> Current year

> Last completed fiscal year

>> Description of organization's source of funds

>> Copy of IRS 501(c)3 or 501(c)4 letter of determination or copy of signed fiscal agent agreement and fiscal agent's determination letter\*

>> Complete list of key staff, board of directors and officers

>> Completed staff and board demographics worksheet, available at [www.pfundonline.org/grants.html](http://www.pfundonline.org/grants.html)

>> Final report form on previous year's PFund grant, if applicable

>> Signed copy of PFund Certificate of Non-discrimination\*

>> Letters of support (optional)

>> Completed and signed application checklist\*

\* Submit one (1) copy of each

### format

>> **8-1/2 in. x 11 in. white paper, 1 in. margins, single spaced, font size no less than 12 point**

>> **Single sided**

>> **Do not use binders, folders or covers**

PFund Foundation does not accept electronic submissions of grant proposals at this time. If you are selected to submit a full proposal all materials must be postmarked by the deadline. Incomplete submissions or submissions postmarked after the deadline will not be considered for funding.