



Estamos Contigo - We're With You

Contigo Fund, an initiative of Our Fund Foundation, launched in response to the horrific tragedy that occurred on Latin Night at Pulse nightclub in Orlando targeting LGBTQ people of color. Contigo Fund offers financial support to organizations - both existing agencies and emerging grassroots efforts - working to heal, educate and empower these Pulse-affected communities, particularly LGBTQ and Latinx individuals, immigrants, and people of color, as well as those working to end all forms of bigotry in Orlando and across Central Florida. Contigo Fund's support is focused on medium-term to long-term solutions and impact and efforts must advance the intersection of both LGBTQ and racial equity causes.

GRANT PROGRAM APPLICATION 2018-2019

"Contigo" means "with you" in Spanish. For all those affected by the Pulse tragedy -whether physically present at the club or otherwise- we want them to know: Estamos Contigo - We're With You.

About Contigo Fund: Partners, Principles, and Goals

The *Contigo Fund* partnered with a national coalition of foundations who joined forces in a show of unity and compassion by pooling their resources to support the community in its time of greatest need and many more who have joined since then. The *Contigo Fund* is made possible by the funding and leadership of the following contributing partners:

- Ford Foundation
- Open Society Foundations
- W.K. Kellogg Foundation
- Arcus Foundation
- Annie E. Casey Foundation
- Robert Wood Johnson Foundation
- Out in The South Fund
- Executives' Alliance to Expand Opportunities for Boys and Men of Color
- Our Fund Foundation
- Orlando City Soccer Foundation
- Wild Geese Foundation

Our critical efforts are also made possible by numerous corporate partners and caring, passionate individuals. Together, united we understand that we can make a greater, lasting, and transformative impact.



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The *Contigo Fund* is guided by the following principles:

- We honor the **identities and lived experiences** of those taken from us. Nearly half of the Pulse victims were Puerto Rican. Many others were Cuban, Dominican, Ecuadorian, Mexican, Salvadoran, Venezuelan, and from other Latinx and African diaspora backgrounds. Some were undocumented. Over half were under 30, with the youngest victim being just 18 years old.
- We recognize that the **LGBTQ Latinx community and other communities of color** face significant disparities shaped by longstanding institutional inequalities. The Fund will work to address these disparities.
- We trust that transformative and lasting change can occur if communities unify. The fund seeks to **build bridges** across Central Florida's diverse communities and to **raise awareness** of homophobia, transphobia, Islamophobia, racism, and other forms of bigotry that divide our communities.

Based on the principles, the *Contigo Fund* has three main goals:

1. Support the efforts of those that were predominantly impacted by the Pulse tragedy, including advancing LGBTQ and Latinx causes and particularly efforts led by and for the LGBTQ Latinx community.
2. Strengthen Central Florida by building bridges among its diverse and marginalized communities, including connecting the LGBTQ and Latinx communities and supporting efforts to unify those communities with the Black, Muslim, and immigrant community.
3. Address the ripple effects of the Pulse tragedy, particularly involving issues of Islamophobia, xenophobia, and racism.

Who Is Eligible to Apply

The *Contigo Fund* seeks proposals for efforts based in Orlando and across Central Florida supporting communities directly or deeply impacted by the Pulse tragedy:

- Proposals welcomed by existing and emerging leaders, groups, organizations, and coalitions should address medium-term to long-term solutions to help grow and sustain capacity and forward movement to empower LGBTQ and Latinx, immigrant, and people of color communities, particularly the people living at the intersection of those marginalized identities.
- Groups do not need to be a 501(c)(3) tax exempt status to apply. Those lacking 501(c)(3) status can apply under the auspices of an established 501(c)(3) and a letter from the non-profit agreeing to the fiscal sponsor relationship is required along with any request for grants. If your group does not yet have a fiscal sponsor, contact the *Contigo Fund* program director for help connecting with potential sponsors.
- Preference will be given to organizations with expenses of less than \$1 million.



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- Regardless of their structure or age, applicant's proposal should be able to demonstrate their potential for advancing the three main goals of *Contigo Fund*.
- Preference is given to projects and programs that respond to a distinct unmet need in the target communities.
- Applicants are required to be a part of a learning community and will be asked to participate with other community leaders, including convenings, leadership and organizational development trainings, and peer learning opportunities. Travel and other costs of trainings will be covered by the *Contigo Fund* and applicant core staff and board or advisory committee member should be prepared to devote appropriate time and thought to participating actively in these opportunities.

What We'll Fund

To advance its goals, *Contigo Fund* will fund organizations to do several types of activities. Organizations may apply for support for one or more of the following:

Healing and empowerment: Projects that provide opportunities for healing for the communities directly or most impacted by the Pulse tragedy, including peer-led support groups, community organizing, and other programs that focus not only on providing culturally and linguistically competent services but on empowering community members.

Leadership development: Projects that promote leadership development, including popular education and grassroots trainings and skills building, among communities most affected by the Pulse tragedy.

Work led by women/trans/gender-expansive/intersex leaders and youth: Projects that center and are led by women of color, transgender, queer, gender expansive, and/or intersex leaders and youth.

Bridge-building: Projects that create opportunities for meaningful connection and mutual learning among Central Florida's diverse communities, especially between LGBTQ, Latinx, Muslim, Immigrant, and Black communities.

Racial, social, and gender justice-focused: Projects that raise awareness to address homophobia, transphobia, patriarchy, gender inequity or inequality, gender-based violence, Islamophobia, xenophobia, racism, and/or other forms of bigotry.

Grants will not be awarded to projects and programs:

- For charity or individual scholarships
- Efforts outside of Central Florida
- Led by other philanthropic grantmaking institutions
- Promote legislative or political advocacy or direct lobbying



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- Focused on one-time events, for instance artistic projects (service / educational events, such as strategic conferences and convenings, are permissible and must demonstrate how it would advance a strong long-term systemic impact on target communities in a way that lives beyond that event)

How Proposals Will be Evaluated

Proposals will be evaluated by the Grants Committee based on several key criteria:

Demonstrate community leadership & accountability: Projects are led by and in partnership with the Pulse-affected communities they support and are responsive and accountable to those communities.

Fill a gap in the community: Projects respond to a unique need within the community that existing institutions historically have not or currently are not adequately addressing following the Pulse tragedy and solution will be long lasting.

Collaborate: Applicants must form strategic partnerships and work in coalition with other grantees.

Demonstrate institutional commitment: Applicants must show evidence of their commitment to support LGBTQ people of color communities, including nondiscrimination policies that include sexual orientation and gender identity and past institutional support for addressing issues affecting a diversity of LGBTQ communities.

Have clear goals: Proposal outlines a plan that is well thought out with clear goals, outcomes, & strategies.

Grants and Decision Process

- Awards are granted semi annually in Winter and Summer;
- Grants can be made up to a maximum of \$50,000; and
- Applicants can apply for a 6-month or 12-month grant up to the maximum and must demonstrate how proposal would be accomplished in that period for the amount requested.

Winter Application Timeline and Grant Cycle

- Late October: Public release of RFP application
- November 13, Monday: Informational Community Meeting (Option 1)
- November 17, Friday: Informational Community Meeting (Option 2)
 - Both sessions are being held at the Orlando United Assistance Center from 5:00 - 7:00 PM. Attendance is strongly recommended for new applicants. Reach out to the Program Director with questions or visit us on Facebook or on <http://www.ContigoFund.org> for more information.
- December 6, Wednesday: Applications due by 5pm EST
- Early 2018: Final decisions on grants, notification and third semi-annual distribution



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Summer Application Timeline and Grant Cycle

- Late March: Public release of RFP application
- April 18, Wednesday: Informational Community Meeting (Option 1)
- April 20, Friday: Informational Community Meeting (Option 2)
 - Visit <http://www.ContigoFund.org> for more information
- May 11, Friday: Applications due by 5pm EST
- mid 2018: Final decisions on grants, notification and fourth semi-annual distribution

Reporting and Other Requirements

Grantees agree to the following as part of receiving a grant:

- All organizations with annual budgets of \$500,000 or more must submit audited financial statements, and all others agree to auditing as deemed necessary by the *Contigo Fund*; and
- Progress report on work done with funds mid-way through grant cycle via a site visit and interview by the Program Director (optional for grantee to submit a progress report in writing) and a final grant report upon completion to the Program Director. Template will be provided at end of grant cycle.
 - Progress report must include:
 - a clear evaluation of results and goals met from proposal;
 - a project budget demonstrating how funds were expended; and
 - a consistent method of gathering feedback from those who are affected by the work, results, and how the applicant is responding to what they learned.

Informational Community Meeting

Potential applicants strongly encouraged to attend at least one Informational Community Meeting where the Program Director will cover the history, grant priorities, decision-making process, and reporting requirements of *Contigo Fund*. Similar Informational Community Meetings will take place for both semi-annual grant cycles.

Learning Community

All funded organizations will participate in a cohort with other grantees for capacity building and shared learning throughout the grant cycle which will include in-person convenings. The Contigo Fund will work with grantees to determine the most appropriate technical assistance and training support throughout the grant cycle.



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Who Makes Grant Decisions

A top priority for Contigo Fund was creating an accountable and transparent grant distribution process led by the local community. To accomplish this, Our Fund Foundation determined that they would identify and recruit a Grant Committee to guide the distribution of the grants and that it would be made up of leaders from the local community and principally include those from the predominantly impacted community of the Pulse tragedy. For more information, please visit: <http://contigofund.org/en/leadership/>

The Contigo Fund Grant Committee is composed of:

12 leaders; more than 50% are LGBTQ Latinx-identified individuals; at least 25% are not formally affiliated with existing nonprofits or foundations; 100% are from the local community.

All Grant Committee members agree to a conflict of interest agreement, including conflicts arising from employment, financial benefit, personal relationships, professional relationships or other interests. If applicable, any one condition may serve to disqualify a reviewer from participating in the review of an application or proposal. A conflict of interest may be real or apparent.

Submission Instructions

To be considered for funding, submit your application and supporting documents by deadline no later than 5pm EST. **Send your proposal via email to MQuiroga@Our-Fund.org with "Contigo Fund Grant Application" in the subject.**

Detailed submission instructions

Save each document separately and title the attachment as indicated below:

Contigo Fund Application- Cover Page (Name of Organization) **pages 7 & 8*

Contigo Fund Application- Narrative (Name of Organization)

Contigo Fund Application- Project Budget (Name of Organization) **template provided*

(1) IRS 501(c)3 Letter (Name of Organization or Name of Fiscal Sponsor)

(2A) Letter of Support - Name of Endorser (Name of Organization) **only one is required*

(2B) Letter of Support - Name of Endorser (Name of Organization)

(2C) Letter of Support - Name of Endorser (Name of Organization)

(3) Board Members, Leadership Team, and Staff Affiliations and Demographics (Name of Organization)

(4) Non-Discrimination Policy and Procedures (Name of Organization)

(5) [Most Recent Year] IRS Form 990 (Name of Organization)

(6) [Last Fiscal Year] Funding Sources (Name of Organization)

(7) [Most Recent Year] Audited Financial Statements (Name of Organization) **budgets of \$500,000 or more*



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You will receive a confirmation of receipt of your application within 24 hours of submission. Winter grant awards will be announced early 2018 and Summer grant award in mid 2018. Completed proposals should be no longer than 6 pages in-length and no more than 3,500 words (not including supporting documents). We will host two Informational Community Meetings and attendance of at least one meeting is strongly recommended for potential applicants (visit <http://contigofund.org/en/> for more information). The role of the Program Director for the Contigo Fund includes supporting applicants and grantees through the grant submission, reporting, and participation in leadership training opportunities. If you have any questions, please contact Program Director Marco Antonio Quiroga at MQuiroga@Our-Fund.org or 407-557-5034.

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Application Information

Name of Organization:

Mailing Address:

City:

State:

Zip Code:

Website:

Tax Status: 501(c)3 501(c)4 Fiscally Sponsored LLC Other:

FEIN Number (if applicable):

Contact Name and Title:

Email Address:

Phone Number:

Current Organizational Budget: \$

Fiscal Year End Date:

Fiscal Sponsor Organization Name (if applicable):

Fiscal Sponsor Address:

Telephone Number:

Authorized Representative Name and Title:

Email and Phone Number:



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Project Information

Program Title:

Total Project Budget:

Amount Requested:

Project Duration (6 or 12 month request):

Other Sources of Funding for Program:

Certificate of Accuracy

I hereby certify that the information included in this application is true and correct. The undersigned represents that he or she or they is duly authorized to sign this Grant Application and does so in his or her or their capacity as an officer or representative of the above-identified organization.

Signature of Authorized Officer:

Date:

Name and Title:

Telephone:



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Narrative for Grant Request

As an attachment, please respond to the following in no more than 6 pages and no more than 3,500 words (not including supporting documents). Grantees who received funding in a previous round of grants, as well as those who were declined, are encouraged to apply. Current grantees are encouraged to develop applications that build upon their work from the previous year and focus on potential changes being made and impact of additional funding:

1. Executive Summary: Provide a one-paragraph summary (no more than 250 words) of the project for which you are seeking funds and how it fulfills the Contigo Fund's goals and criteria and supports the organization's mission.
2. Organizational Background: Include the organization's mission statement, brief history of accomplishments, governance, area and population served. Include any programs or work that demonstrate your organization's commitment to both LGBTQ communities and communities of color. If this is a collaborative project, describe the lead agency and its relation to others involved. Describe existing partnerships that, aside from MOUs or contractual agreements, demonstrate your organization's ability to form lasting, strategic, and impactful collaborations. (500 word maximum).
3. Project details:
 - a. Community: Please describe the community or communities that your project will serve. Elaborate on target communities. How do people in your community identify in terms of race, ethnicity, sexual orientation, gender, and gender identity? How has your community been affected by the Pulse tragedy?
 - b. Project goals: What are the goals of your project? If your program was a success, how would its impact be described in the community?
 - c. Need: What evidence is there that this project is needed and how would your project meet this need?
 - d. Project activities: What are the main activities for this project? Include a brief timeline for the project.
 - e. Project leadership: Who is leading your project? How do you plan to involve leadership from communities most affected by Pulse?
 - f. Impact of funding: How will support from Contigo Fund make a difference for your organization or program? In the case your project or program is not fully funded, what would this project or program look like partially funded? How would you financially sustain the project or program past year one?



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Supporting Documents

- IRS Letter of Determination of tax exemption under Section 501(c)(3) of the Internal Revenue Code
- One referral letter of support from a community based organization, not limited to 501(c)(3) organizations
- List of current board members, leadership team, and staff with professional affiliations and demographics (race/ethnicity, gender, sexual orientation, age and gender identity)
- Non-Discrimination Policy and Procedure. If no such policy and procedure exists, please submit a letter describing your intention or any obstacles to doing so.
- Most recent IRS Form 990 (if applicable) Section I to IX. If your organization did not file a 990, provide a year-end financial statement for the most recent fiscal year - newly formed and fiscally sponsored organizations can provide financial statement up to date of proposal
- Project Budget **template available*
- Audited financial statements for organizations with annual budgets of \$500,000 or more
- A list of foundations, corporations, government agencies, and individuals who funded the organization in the last fiscal year (\$1,000 and above for agencies with budgets <\$500,000 / \$5,000 and above for agencies >\$500,000)

Please submit applications to Our Fund Foundation's Program Director for the *Contigo Fund*, Marco Antonio Quiroga, at MQuiroga@Our-Fund.org.