Black United Fund of Oregon’s 2019-2020 Grantmaking Cycle
Investing in inclusive education, youth success, and nonprofit capacity.

PROGRAM AREAS
The Black United Fund of Oregon (BUF) awards funding to organizations creating more diverse and accepting communities through inclusive educational programs.

BUF’s 2019-2020 funding cycle will award grants of $500 to $2,500 to qualifying nonprofit organizations for project, program, or general operating support. BUF is particularly interested in educational initiatives aimed at ending cyclical and generational poverty among Oregon and SW Washington’s underserved and historically marginalized communities. BUF’s grants are also designed to make funding accessible to grassroots, new and small nonprofits as a way to build organizational and program capacity.

Competitive requests will align with one or more of the following specific focus areas:

- Helping students successfully complete high school and/or higher education.
- Working to close achievement gaps.
- Increasing access to educational opportunities.
- Introducing youth to science, technology, engineering, arts, math, and the medical field.
- Guiding youth toward responsible citizenship and academic improvements.
- Encouraging a post-secondary and college-going culture among young people of color.
- Building the capacity of grassroots and small nonprofits in achieving one or more of the above focus areas.

FUNDING CRITERIA
BUF evaluates and awards grants using the following funding criteria. Nonprofit organizations demonstrating two or more of the following will be given priority during the review process:

- Serves ethnically diverse communities, particularly the African-American/Black community, in Oregon and SW Washington.
- Demonstrates ethnic diversity among staff, board, and its constituency.
- Operates as a grassroots, community-based nonprofit with an annual budget that does not exceed $1 million dollars. Please note that preference and special consideration is given to organizations with annual operating budgets under $600,000.
- Has limited access to, or difficulty raising, funds due to cultural barriers or the progressive nature of the work.
- Utilizes culturally sensitive and -responsive program methodologies.
- Provides programs that are supported by, and relevant to, the needs of the community being served.
- Is located within disadvantaged communities in order to better serve those communities.
- Has a history of, or program staff experienced in working with, diverse populations.
ELIGIBILITY
To be eligible for funding through BUF, your organization must:

- Be a nonprofit organization with a 501(c)3 tax-exempt status from the IRS, or have arranged for grant administration by a fiscal sponsor. NOTE: BUF cannot be the fiscal sponsor for any organization applying for grant funding through this process. Fiscal sponsor organizations may only support one (1) organization applying for funding through this process per grant cycle.
- Comply with terms outlined for previously awarded BUF grants, e.g., submit all outstanding evaluation forms, agreed terms of service, and digital photos prior to re-applying.
- Serve constituents residing in Oregon and/or SW Washington.

BUF WILL NOT fund:

- Individuals, public institutions, or for-profit corporations.
- Activities or items purchased prior to grant award decisions.
- Organizations with annual budgets exceeding $1,000,000. NOTE: Operating budget size limitations do not apply to fiscal sponsors.
- Capital campaigns.
- Capital expenditures such as construction, demolition or acquisition of property.
- Grant-making organizations or for organizations who will redistribute or re-grant funding received from BUF.
- Organizations or programs that are only available to persons of a particular faith, religion or set of beliefs.
- Political campaigns, political organizations, lobbying or candidates for public office.
- Endowments.
- Scholarships.
- Luncheons, banquets, dinners, family picnics or fraternal reunions, or galas and other fundraising events.

If you are still unsure of your project or program’s eligibility, please contact BUF before submitting an LOI at 503-282-7973 or BUF@BUFOR.ORG.

APPLICATION STEPS & IMPORTANT DATES

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<tr>
<th>Application Step</th>
<th>Date</th>
<th>Significance</th>
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<tbody>
<tr>
<td>BUF’s Grant Cycle Opens</td>
<td>November 1, 2019</td>
<td>Applicants can register online and begin working on their Letter of Inquiry (LOI), which is the first step of the process. All FAQs, application materials and instructions are posted on BUF’s website by this date.</td>
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<tr>
<td>Questions for BUF Due</td>
<td>December 21, 2019</td>
<td>Please submit any questions related to eligibility, your project or any aspects of the LOI or process by this date to ensure a timely response in advance of the final due date.</td>
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<tr>
<td>Letter of Inquiry (LOI) Due</td>
<td>December 31, 2019</td>
<td>Applicants must submit their LOI via BUF’s online portal by 11:59pm PST on this date. BUF is unable to accept late submissions for any reason. Early submissions are encouraged!</td>
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<tr>
<td>Applicants Notified of LOI</td>
<td>January 21, 2020</td>
<td>Applicants are notified as to whether or not they are invited to submit a full application. Those who are invited must...</td>
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complete the full application. Those who are not invited are welcome to contact BUF staff to learn factors contributing to the decision.

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<tr>
<th>Event</th>
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<tr>
<td>Full Applications Due</td>
<td>March 31, 2020</td>
<td>Applicants invited to submit a full application must complete and submit their application and any attachments by 11:59 PST on this date. BUF is unable to accept late submissions for any reason. Early submissions are encouraged!</td>
</tr>
<tr>
<td>Award Notifications</td>
<td>June 1, 2020</td>
<td>Grant recipients are alerted via email if they have been approved for a grant. Grants are dependent on a final Grant Agreement signed by both BUF and the recipient outlining the terms of the award. Applicants who are not approved will also be notified at this time.</td>
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<tr>
<td>Grant Funding Dispersed</td>
<td>June 30, 2020</td>
<td>Grant funding will be dispersed by June 30 to approved grantees following receipt of signed grant agreement.</td>
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**STEP ONE**

Complete a Letter of Inquiry (LOI). LOIs will be accepted between November 1, 2019 and December 31, 2019. Complete the LOI online by clicking the “Apply Now” button. First-time applicants will need to register to create an account. This process is online, follow the prompts.

**STEP TWO**

If your organization’s LOI is approved, you will proceed to the next step in the process and will be given a link to complete a full grant application online. As part of the full application, you will need to complete and attach the following documents to your online application:

- IRS Determination Letter
- Organizational Diversity Chart (template provided)
- Organizational Budget (a template is provided, or you may use your own format)
- Project Budget (a template is provided, or you may use your own format)
- Board Roster (please use your own format)
- Up to three pages of additional documents (project or program brochures, program photos, and any other documents necessary to demonstrate the impact of your project or program)

Submit a complete online proposal packet with all required attachments and narrative by 11:59pm PST on December 31, 2019. Early submissions are encouraged!

**Mailed, emailed, or faxed LOIs or full applications will not be accepted or considered.**

If you are a previous grant recipient and need to complete the evaluation for your previous grant award, you can do so online. This must be completed before you will be considered for a grant during this funding cycle or any future funding cycles.

**LETTER OF INQUIRY QUESTIONS**
1. Project title.

2. Two sentence description of project (300 characters max).

3. Provide a brief description of your organization, including a brief history, list of activities and/or programs, and any recent achievements. (2,000 characters max.)

4. Please select which of BUF’s focus area(s) your request furthers [drop down menu, multiple options allowed]:
   a. Helping students successfully complete high school and/or higher education.
   b. Working to close achievement gaps.
   c. Increasing access to educational opportunities.
   d. Introducing youth to science, technology, engineering, arts, math, and the medical field.
   e. Guiding youth toward responsible citizenship and academic improvements.
   f. Encouraging a post-secondary and college-going culture among young people of color.
   g. Building the capacity of grassroots and small nonprofits in achieving one or more of the above focus areas.

5. Provide a brief description of the project or program for which you are requesting funding. Please include how your request aligns with the BUF priorities you indicated above. (2,000 characters max.)

6. Geographic area served. [drop-down menu]

7. Please check which of the below funding criteria your organization meets:
   a. Serves ethnically diverse communities, particularly the African American community, in Oregon and SW Washington. (REQUIRED)
   b. Demonstrates ethnic diversity among staff, board, and its constituency.
   c. Operates as a grassroots, community-based group with an annual budget that does not exceed $600,000. (REQUIRED)
   d. Has limited access to, or difficulty raising, funds due to cultural barriers or the progressive nature of the work the organization focuses on.
   e. Utilizes culturally sensitive and responsive program methodologies.
   f. Provides programs that are supported by, and relevant to, the needs of the community being served.
   g. Is located within disadvantaged communities in order to better serve those communities.
   h. Has a history of, or program staff experienced in working with, diverse populations.

8. Total anticipated project or program budget. [Figure only.]

9. Amount raised to date towards this project. [Figure only.]

10. Amount requested from BUF. [Figure only.]
Please note the full application builds on the information you have already provided through the LOI. Your answers to the LOI are included in your full application package and will be taken into consideration along with the additional information you provide through the full application.

Questions

1. What is the need for your project or program? Why is this project or program needed now? (1,500 characters max.)

2. Is this a new project? If yes, how was the project or program approach developed? If not, what have you accomplished to date that is relevant to this new project? (1,000 characters max.)

3. Describe the population your program is intended to serve, including: (2,000 characters max.)
   a. Who they are and how many will be impacted.
   b. How they are involved in your organization’s decision-making, program development, and evaluation.
   c. How your organization will ensure the project or program is accessible to the intended population.
   d. How your organization will be accountable to the community served throughout the implementation of your organization’s project or program.

4. To what extent do the demographics of your staff, board, and volunteers (as applicable) reflect the demographics of the population you serve and the demographics of the broader community in your service area? How do you collect this information? (1,000 characters max.)

5. Describe how your project or program will be implemented, along with any planned activities or anticipated milestones that will occur over the next year. (2,500 characters max.)

6. Who are your project or program partners and what role do they plan, if any? Bulleted answers preferred. (1,000 characters max.)

7. Describe the main goals of your project and the impact (outcomes) they will make on the audiences you serve and/or on your organization as a whole. How you will know if you achieved the impact you anticipate? (Bulleted answers preferred. 2,000 characters max.)

8. How does your organization define equity and inclusion? What actions do you take to promote equity and inclusion in your organization (internal) and in the programs and services you provide (external)? Provide an example or two of an internal and external action. (2,000 characters max.)

9. Any other comments or information you would like BUF to consider? (1,000 characters max.)