



**BLACKUNITEDFUND**  
O F O R E G O N

## GRANTS APPLICATION GUIDELINES

**PROPOSAL DUE DATE: AUGUST 15, 2006 Portland Area, Statewide and SW Washington**

**MAXIMUM GRANT AWARD AMOUNT: \$5,000**

### THE BLACK UNITED FUND OF OREGON'S GRANTMAKING PROGRAM

The Black United Fund of Oregon assists in the social and economic development of Oregon's low-income communities and contributes to a broader understanding of ethnically and culturally diverse groups. The Black United Fund was established in 1983 by community leaders in north and northeast Portland to channel charitable funds to the African American community, which had been overlooked by many philanthropic organizations.

The goal of the Black United Fund of Oregon's program is to improve social and economic conditions and increase opportunities in traditionally under-served communities. Grant proposals that focus on serving African American and other communities of color will be given priority consideration in the funding process.

The Black United Fund's program funds organizations that have difficulty raising money from foundations because of cultural barriers or the organization's progressive work.

The Black United Fund of Oregon is strongly committed to cultural diversity and seeks to support organizations where leadership at every level reflects the diversity of the population served, and

the methodology for the proposed program reflects the culture and traditions of the target population.

Priority consideration for a grant is given to organizations that have demonstrated an investment in disadvantaged communities by locating in disadvantaged neighborhoods. Organizations seeking funding should also have a history of, or program staff experienced in working with diverse populations.

Please refer to the funding criteria below for information about how grant proposals are evaluated and how grantees are selected.

The Black United Fund makes basic grants of up to **\$5,000** once a year. Grant applications are due on **AUGUST 15, 2006** for the board of director's decisions in late fall. The basic grant can be used for project costs, programs costs, or operating support by organizations that are consistent with the Black United Fund's funding criteria.

## FUNDING CRITERIA

The Black United Fund's board of directors, staff and grant evaluators use the following funding criteria to evaluate proposals and ultimately award grants during the decision-making process. Primary consideration for a grant from the Black United Fund is given to organizations that:

- Serve Oregon's & SW Washington's ethnically diverse communities, particularly the African-American community
- Demonstrate ethnic diversity among staff, board and its constituency
- Operate as a smaller, grassroots, community-based group (annual budget not to exceed **\$600,000**).
- Have limited access to funding
- Administer a culturally sensitive program methodology
- Provide programs that are supported by and relevant to the needs of the community
- Are located in economically distressed communities and serve Oregon's & SW Washington's low-income communities

## ELIGIBILITY FOR FUNDING

**To be eligible for the Black United Fund's grants an organization must:**

- Be a non-profit organization with a 501©3 tax-exempt status from the IRS, or have arranged for grant administration by a fiscal sponsor.
- Submit grant for one of BUF's Program areas that reflect BUF's funding criteria.
- Be in compliance with terms outlined for previous BUF grants, e.g. have submitted all outstanding evaluation forms and digital photos
- Carry out work in Oregon and SW Washington.

**The Black United Fund will not fund:**

- Individuals, public institutions, or for-profit corporations
- United Way agencies (unless the project applied is outside the scope of organization's UW funding)
- Activities or items purchased that begin prior to grant BUF decisions
- An organization that has an annual operating budget that exceeds \$600,000
- Capital Campaigns

**The Black United Fund will not fund (Con't):**

- Grantmaking organizations
- Religious Programs
- Political campaigns, organizations, or candidates for public office
- Endowments
- Scholarships

## PROGRAM AREAS

Grants are made to non-profit organizations whose programs are consistent with BUF's funding criteria and whose grant request fall in one of the following program areas:

### ARTS & CULTURE

Programs that enhance the understanding of cultural diversity, serve as an educational tool, or improve the health and welfare of the community through the arts.

### ECONOMIC DEVELOPMENT

Programs that stimulate economic stability, employment, home ownership, business development, or community revitalization in low-income neighborhoods.

### EDUCATION

Programs that ensure access to education, successful high school and/or higher education completion, and programs that guide youth toward improving academic work and responsible citizenship.

### HEALTH

Programs that ensure access to healthcare, promote health education, or address chronic health issues facing low-income communities and communities of color.

### HUMAN SERVICES

Programs that connect citizens in need to a wide array of human services that address individual needs and transitions people towards self-sufficiency.

### SOCIAL JUSTICE

Programs that ensure access to services in low-income communities, address unjust circumstances or increase awareness of policies that affect neighborhood livability.

Please indicate which program area your grant request falls under on the Proposal Cover Sheet.

## APPLICATION INSTRUCTIONS

Before a proposal is considered by the Black United Fund of Oregon an organization must submit a complete proposal application packet. **Incomplete proposals are not eligible for consideration.**

1. Complete the attached **proposal cover sheet**. You can also fill out and submit the **online** cover proposal cover sheet in the Grants Program section of the Black United Fund's web site: [www.bufor.org](http://www.bufor.org).
2. Complete the **proposal narrative**, not to exceed three pages.
3. Complete the **budget summary form** and the **organizational diversity chart** found in this application packet or online at [www.bufor.org](http://www.bufor.org).
4. Provide the required **attachments**. Please no staples or binding.
5. Please limit **supporting documents** to no more than 5 pages.

**All proposal applications must be received at the Black United Fund of Oregon's office by 5:00 PM on AUGUST 15, 2006.**

## PROPOSAL NARRATIVE

The narrative should not exceed 3 pages in length. Please address each of the following areas in the proposal narrative.

### A. BACKGROUND AND DESCRIPTION OF ORGANIZATION

Describe the organization, including a summary of its history and background, programs, and mission statement and purpose.

### B. GRANT OR PROJECT REQUEST

Describe the project or program for which the funds are being sought. Explain the need for the project or program and how it addresses pressing issues in communities of color and/or for low-income Oregonians and/or Washingtonians.

### C. STRATEGY, TIMELINE AND EVALUATION

- What is the organizations strategy and timeline for implementing the project or program?
- How will success be measured?
- How is the organization and organization's staff qualified to accomplish this work?

### D. PROJECT'S CORRELATION WITH BLACK UNITED FUND'S FUNDING CRITERIA

Please specify how the project or program is consistent with the Black United Fund's funding criteria (see start of application for criteria). Why is the project or program an appropriate fit with our grantmaking program?

## PROPOSAL REVIEW PROCESS

The proposal review process takes approximately **12 weeks**. The Black United Fund's board of directors makes the final decisions. Upon receipt of the proposal application, the review process includes the following step:

- An initial review of all proposals by staff to assess eligibility;
- Further review by staff and volunteer grant evaluators;
- Site visit or phone call to applicant
- Evaluation and award recommendations presented to Black United Fund's board of directors for final decisions.

## PROPOSAL APPLICATION ATTACHMENTS

PLEASE NO STAPLES OR BINDING

**Please include FIVE copies of the following:**

- Proposal narrative
- List of organization's board of directors
- Organizational diversity chart (included in application)
- Budget summary form (included in application)

**Please include ONE copy of the following:**

- Proposal cover sheet
- Copy of the first page of the organization's IRS 501(c)(3) Letter. **NOTE:** If applicant is using a fiscal sponsor. Please send the Fiscal sponsor's IRS tax exempt letter and signed statement agreeing to be fiscal sponsor for the grant.
- Organization's most recent audited report
- Organization's financial statements for last completed fiscal year
- Copy of the organization's non-discriminatory policy. **NOTE:** The policy must apply to staff, program services and membership on the governing board, and must cover all the classes protected under applicable local, state or federal law including the race, color, creed, religion, sex, age, national origin, marital status, gender, identity, disability, source of income, veteran status or any other characteristic protected under the law.

## APPLICATION MAILING ADDRESS

Send the complete proposal application packet with the correct amount of copies to the Black United Fund of Oregon, 2828 NE Alberta Street, Portland, OR 97211. Faxed, emailed or late applications will not be considered.

**All proposal applications must be received at the Black United Fund of Oregon's office by 5:00 PM on AUGUST 15, 2006.**

## A FINAL WORD...

**If you have any questions or need additional information regarding the grants program or grant application, please feel free to contact our office at 503-282-7973 or send an email to [bufor@bufor.org](mailto:bufor@bufor.org).**