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Grant Instructions 2017

Application Instructions

Before beginning your application, please

- Read the 2017 Grant Guidelines (this includes information about what we fund, how we make decisions, and our timelines for the year).
- Review these templates: [Budget](#), [Funding Sources](#) and [Organizational Diversity Chart](#).

Social Justice Fund NW (SJF) is a public membership foundation that supports organizations working for structural change, to improve the lives of people most affected by political, economic and social inequities.

All grant cycles are funded and decided by the Giving Projects. Giving Projects will make grants of up to \$10,000/year to support community organizing in Idaho, Montana, Oregon, Washington and Wyoming.

Note: SJF welcomes applications from people with all levels of English fluency and formal education; therefore, grammatical and spelling errors will not negatively impact scores.

Proposals must be in our office no later than **11:59 pm (Pacific Time) on the date of the deadline**. Social Justice Fund will not consider late applications. This is not a postmark deadline.

If you have any questions, please contact Program Director, Yasmeen Perez at Yasmeen@socialjusticefund.org or (206) 624-4081 x103.

How to Apply for a Grant:

1. Read the [Social Justice Fund Grant Guidelines](#) and Grant Instructions. This provides information about our grantmaking process, criteria, and timelines, and includes some new policies and changes.
2. Optional: Read the [SJF Granting Criteria](#) (used by our volunteer grantmakers to help guide their screening process). Read through those materials carefully and then if you have any questions about these grant criteria, please do not hesitate to contact us.
3. Log in to our [Online Grant Portal](#). (If you have never used it before, you will need to register your organization first. Note: You can only register one email per organization.)

To change the e-mail address associated with your account, please contact techsupport@socialjusticefund.org.)

4. Select the appropriate grant cycle and begin your application. You can apply for multiple grants per year, as long as you meet the eligibility criteria for each grant.
5. If you have applied through this online portal before, you will be able to log into your previous application and make changes to it for a new grant cycle, or you can click "copy/rollover an application" to revise a previous draft.
6. Late applications will not be accepted. Applications may be submitted online (preferred) or by email, postal mail, or hand delivery.
7. Please note - grant awards are around \$10,000/year (exact amounts vary depending on the total raised by the Giving Project that is funding the grant cycle). We have an annual funding cap of \$30,000 per organization per year. For two-year grants, organizations that have already reached the cap in the first year but not the second year are still welcome to apply, but would only receive funding for the second year if they are awarded a grant. For questions about this, please contact [Yasmeen Perez](#), SJF Program Director.
8. If you have trouble with the online portal, contact techsupport@socialjusticefund.org.
9. If you have any questions about the grant application process, contact grants@socialjusticefund.org or (206) 624-4081.

Please be prepared to provide the following information during the application process:

A brief description of your organization's:

- Mission, history, and major accomplishments
- Leadership and community organizing strategies
- Program/project description and workplan
- Collaborations
- Work for racial justice

Additionally, you will be asked to provide the following documents:

Financial Documents:

- Annual Statement: This is the statement of actual income and expenses for the most recent completed fiscal year. Upload in your own format, but do not send your annual report, tax returns, or entire audited financial statement
- Balance Sheet: This is a snapshot of your financial status at the moment: a brief, current statement of your assets, liabilities, and cash on hand. Upload in your own format.
- Annual Operating Budget: This is a projection of all known and estimated income and expenses for the current fiscal year. You may upload in your own format or use our [Budget template](#).
- Project Budget: This is required only if you are requesting project-specific funds. Otherwise, it is optional. You may upload in your own format or use our [Budget template](#).
- NOTE: If submitting budgets in your own format, please include a breakdown of income which includes, at

minimum, the following categories:

- Membership income (if any)
- Individual contributions (may include fundraising events; if so, please indicate)
- Grants

List of Funding Sources (see [Funding Sources template](#)).

Include all funding sources, whether or not they will be directed to the work described in this proposal.

List a funding source as “pending” if you have submitted an application, but it has not been accepted or denied.

Do not neglect the final two columns of this form. Indicate whether or not the listed funding source will support general operating funds and/or the same work described in this proposal.

Organizational Diversity Chart (see [Organizational Diversity template](#)).

Please fill out this form to the best of your ability. Note that “Leadership Body” refers to the group of people who together make strategic decisions about the organization's direction, provide oversight and guidance, and are ultimately responsible for the organization's mission and ability to carry out its mission. In most cases, this will be a Board of Directors, but it might also be a steering committee, collective, or other leadership structure.

Do not neglect section 4 of this form, regarding the specific diversity categories that are important to your organization. For example, if your organization works with day laborers, include day laborers as a diversity category. If refugees are an important part of your constituency, include refugees as a diversity category. Don't just list the category; be sure to fill in the numbers for each.

If your **Year-End Report** (for any prior grant from Social Justice Fund) is past due, please email it prior to submitting your proposal. You will not be considered for a new grant if you have not fulfilled all prior reporting requirements.

Fiscal Sponsor Letter

If you are using a fiscal sponsor, please provide a letter from the sponsor stating that it agrees to act as your fiscal sponsor and supports Social Justice Fund's mission. Your fiscal sponsor does not need to submit any financial or other documents.

2017 Grants & Application Deadlines

All grants are for general operating funds. Applicants for all grants must meet our basic eligibility criteria.

- **Building Grassroots Power Grant: Leadership Development (February 2nd, 2017 11:59pm PST)** -- One-year grant. Building strong leaders for the movement is key to

achieving social change. This grant will support organizations that intentionally build leaders through their organizing work and use leadership development as part of a larger movement strategy. Leadership development can look a variety of ways, including structured programs to more integrated models that incorporate leadership development in all aspects of the work. In your application we invite you to tell us how you define/achieve Leadership Development in your work. Only organizations that develop the leadership of those most directly impacted by the issues they work on and whose leadership development work has a clear connection to how they make structural change will be considered. This grant is open to organizations working across all types of issue areas. *For more information, please contact Project Managers: [Rebecca Allen & Dianne Riley](#)*

- **Momentum: Focus on TBD (Deadline February 15th, 2017 11:59pm PST)** -- One-year grant. Please check online in Early January for information regarding this grant. *For more information, please contact Project Manager: [Yasmeen Perez](#)*
- **Environmental Justice (February 15th, 2017 11:59pm PST)** -- Two-year grant. The Environmental Justice grant will support equitable access to a clean and healthy environment, especially the spaces where communities live, work, learn, play, pray, and heal. This grant will fund rural and urban organizations working at the intersection of environmental, racial, and economic justice to create sustainable, self-determined and just communities. Environmental Justice work can include, but is not limited to, access to clean and healthy food, water and air; affordable and healthy housing, addressing neighborhood blight, climate resilience, etc. *For more information, please contact Project Manager: [Karen Toering](#)*
- **Immigration Justice (Deadline August 23rd, 2017 11:59pm PST)** Two-year grant. This grant will support organizations working for immigrant rights and racial justice in this new era of increasing anti-immigrant legislation, Islamophobia and xenophobic hate crimes, surveillance, detention, mass deportation, and threats of a Muslim registry. This grant seeks to support organizations working to end systemic discrimination, criminalization and harassment of immigrant and refugee communities to build a future that values human dignity and respect for all. *For more information, please contact Project Manager: [Karen Toering](#)*
- **Economic Justice (Deadline September 13th, 2017 11:59pm PST)** -- Two-year grant. As the racial wealth divide deepens, it is critical to support work that addresses the root causes of structural and economic inequities faced by low-income communities, workers, and families. This grant will fund organizations who use an intersectional lens of race, class, and gender and use community-led solutions to create thriving and economically just communities. *For more information, please contact Project Manager: [Magan Do](#)*