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Grant Instructions 2018

Application Instructions

Before beginning your application, please

- Read the [2018 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 **5:00 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 are no longer enforcing an annual funding cap.
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

Note: Your entire application (narrative and all attachments) will be shared with all Giving Project members -- volunteers from the community who will read and decide on the applications for this grant cycle. In addition, if SJF makes a grant to your organization, your narrative or portions thereof might be shared with the general public to illustrate the type of work we fund. If we share any portion of your narrative, we will always give credit to your organization.

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 Letter

If you are a 501c3 or 501c4 organization, please submit your IRS status 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.

If you are an organization but not a 501c3 or 501c4 or fiscally sponsored, please speak with an SJF staff member before applying. Social Justice Fund NW is able to make a limited number of grants to organizations that do not have 501c3/501c4 status. However such grants are awarded via a slightly different process, which you must review with us before applying. When you apply, submit [Attachment A](#) with your application.

2018 Grants & Application Deadlines

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

- **Criminal Justice Grant (February 1st, 2018 5:00pm PST)** Two-year grant of \$10,000 per year. This grant will support community organizing work that addresses the intersections of race, class, gender, and other systems of oppression in the systems that criminalize low-income communities and communities of color. Examples of this work could include organizing that addresses racial profiling and police brutality, homeless encampment sweeps and criminalization of survival needs, immigration detention and deportation, the school-to-prison-pipeline, youth incarceration, etc. We invite proposals from organizations that are led and directed by those most impacted by the criminal justice system, and who are working for systemic change. *For more information please contact Project Manager: [Rebecca Allen](#)*
- **Coalitions & Alliances Grant (January 11, 2018 5:00pm PST)** -- One-year grant of up to \$20K. Building strong coalitions to win policy change, shift the political landscape, and build strong cross sectoral progressive movements is key to achieving social change. This grant will support coalition strategies that prioritize leadership and representation from grassroots community organizing groups that are led and directed by the people most impacted by the issues they work on. Coalition work can look a variety of ways, including ongoing sustained coalition organizations with structured membership, shorter term tactical alliances formed in the face of intense opposition, and other models. In your application we invite you to tell us the strategy behind your coalition efforts, and why it's especially strategic in this current political moment to form this type of united front. **Only coalitions that have demonstrated leadership and accountability to the communities most directly impacted by the issues they work on and whose work has a clear focus on making systemic change will be considered.** This grant is open to coalitions networks, alliances, and strategic partnerships working across all types of issue areas. Please keep in mind that the application is designed to be co-written by the coalition entity and a coalition member, or two coalitions partners as long as the co-applicants are from different organizations. At least one applicant must meet our basic eligibility criteria. *For more information, please contact Project Manager: [Maqan Do](#)*
- **Environmental Justice Grant (August 23rd, 2018 5:00pm PST)** -- Two-year grant of \$10,000 per year. The Environmental Justice grant will support organizing work that aims to achieve equitable access to a clean and healthy environment for frontline communities most impacted by environmental racism, climate change, and environmental injustice, 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, just transition and climate resilience work, etc. *For more information, please contact Project Manager: [Maqan Do](#)*
- **Gender Justice (Deadline September 6, 2018 at 5:00pm PST)** -- Two-year grant of \$10,000/per year. This grant will focus on community organizing at the intersection of gender, race, and sexuality, which works for a world where all people -- especially women, girls, transgender and gender non-conforming people -- are able to identify and express their gender and sexual orientation without fear, discrimination or harm, and have the economic, social, and political power and resources to make healthy decisions for themselves, their families and their communities in all areas of their lives. *For more information, please contact Project Manager: [Melody Martinez](#)*

- **Black Led Organizing Grant (Deadline September 13th, 2018 at 5:00pm PST)** Two-year grant of \$10,000/per year. This grant will support community organizing led by and for Black communities and communities of African descent who are working to end anti-Black racism and discrimination, support and invest in Black leadership, and sustain movements for Black liberation to achieve a world where Black lives are no longer systematically and intentionally targeted for demise. This grant will therefore fund and help sustain the momentum of groups who are organizing to build power for Black communities and improve the quality of Black life in the Northwest. To be eligible groups must meet all other SJF eligibility criteria, have at least 51% Black leadership on their Board, steering committee, or other leadership body and must be explicitly working to effect systemic change. *For more information, please contact Project Manager: [Karen Toering](#)*