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Grant Instructions 2019

Application Instructions

Before beginning your application, please

- Read the 2019 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 \$15,000/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 Grantmaking Director, Magan Do at magan@socialjusticefund.org or (206) 624-4081 x107.

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.

2019 Grants & Application Deadlines

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

Rural and Small Town Organizing (Deadline: Wed., Feb. 20, 2019, 5pm PT) – Two-year grant of \$15,000/year. Social Justice Fund NW’s grantmaking region is made up primarily of small towns, reservations, and rural communities, but much of the resources go to the major urban centers of Seattle and Portland. This grant will focus on supporting community organizing that is building power in the rest of our region, outside of Seattle and Portland. This grant is for any work being done in ANY cities outside of Seattle and Portland, with priority given to organizations in rural, small town, and reservation communities. Please contact us if you have questions regarding your eligibility. For more information please contact [Joey Lopez](#)

Momentum: Civic Engagement and Strengthening Democracy (Deadline: Wed., March 6, 2019, 5pm PT) – One-year grant of approximately \$15,000. Political processes and practices actively build barriers and keep historically marginalized people from engaging in the political process. This grant will focus on supporting community organizing that is working toward eliminating those roadblocks and helping to realize the promises of democracy through, but not limited to, voting rights, voter registration and mobilization, training grassroots candidates for political office, increasing representation of diverse communities, or working towards a fair and accurate census count. For more information please contact [Rebecca Allen](#)

Leaderfull Movements (Deadline: Wed., April 3, 2019, 5pm PT) – Two-year grant of \$15,000/year. Building strong leaders for the movement is key to achieving social change. Leadership development can look a variety of ways, including structured programs to models that incorporate leadership development in all aspects of the work. This grant will support organizations and groups who 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. For more information please contact [Karen Toering](#) or [Melody Martínez](#)

Economic Justice (Deadline: Wed., July 10, 2019, 5pm PT) – Two-year grant of \$15,000/year. As the racial wealth gap grows, it is necessary to support work that addresses the structural problems that face low-income communities, families, and workers. This grant funds organizations and groups that work at the intersection of race, class, and gender to develop solutions that produce thriving and economically just communities. For more information please contact [Melody Martínez](#) or [Rebecca Allen](#)

Criminal Justice (Deadline: Wed., Sept. 18, 2019, 5pm PT) -- Two-year grant of \$15,000/year. This grant will support organizing work addressing the systemic criminalization and disproportionate targeting of people of color and poor people. Criminal Justice issues include, but are not limited to, ending racial profiling and police brutality, addressing racial inequities in drug laws, ending the school-to-prison pipeline, detention, and deportation of immigrant communities, transformative justice, and alternatives to incarceration. For more information please contact [Karen Toering](#)