



## 2015 REQUEST FOR PROPOSAL

**OUR MISSION:** The Red Envelope Giving Circle (REGC) is committed to creating positive social change in the Greater San Francisco Bay Area through philanthropic support to Asian and Pacific Islander LGBTQ-led projects to improve the lives of API LGBTQ people and communities.

**ELIGIBILITY REQUIREMENTS:** REGC's priority is to fund San Francisco Bay Area API-LGBTQueer-led projects that directly engage members of the San Francisco Bay Area API-LGBTQ communities in making transformative, positive, social change within their own communities.

We expect that 4-5 project grants will be awarded during this cycle, contingent on available funding. The maximum grant amount is \$2000. Projects funded in the last cycle must wait one year before submitting another grant proposal.

**FISCAL SPONSORSHIP:** All applicants must have a not-for-profit 501c(3) status or have a fiscal sponsor with such status.

**IMPORTANT DATES:** We are asking you/your organization to submit a grant proposal no earlier than July 15, 2014 and **no later than midnight September 15, 2014**. Late proposals will not be considered.

Notification of Grant Awards will be made by December 1, 2014.  
An Award Presentation event is being planned for early February 2015.

Should you have any questions regarding the RFP, please email Crystal Jang:  
[doosie88@gmail.com](mailto:doosie88@gmail.com)

Please complete and email the following form to Desiree Thompson  
[d.thompson2272@gmail.com](mailto:d.thompson2272@gmail.com)

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- **Project Title** (not to exceed 50 characters) Amount requested:
- Provide a brief description of the proposed project, including its history, the need or problem it seeks to address and its objectives and goals (2000 characters = about one page, single spaced, 12 pt).
- What activities will you carry out to achieve your project goals? (1000 characters)

- How will this grant help you achieve your goals? (1000 characters)

Name of Project Leader:

Organization:

Street address:

Email:

Phone number:

Fiscal Sponsor:

Contact person:

Street address:

Email:

Phone number:

Fiscal Sponsor's Mission Statement:

Organization's EIN (Tax id #):

Please provide a copy of your organization's IRS tax-exempt determination letter. If your tax-exempt status is pending, you must attach a copy of your fiscal sponsor's most recent IRS determination letter along with a signed Memorandum of Understanding that establishes the fiscal sponsorship.

As a grant recipient you are agreeing to the following terms and conditions:

- Should you be granted funds, we require you to acknowledge **RED ENVELOPE GIVING CIRCLE OF HORIZONS FOUNDATION** and **ASIAN AMERICANS/PACIFIC ISLANDERS IN PHILANTHROPY (AAPIP)** on all promotional, marketing or other acknowledgment materials.
- These funds are to be used for the Project as submitted. Any changes must align with REGC's Mission and Funding Principles and be submitted in writing for review and approval. If the revised Project falls outside the parameters of REGC's Mission and Funding Principles, granted funds must be returned.
- Provide a written report (not to exceed two pages) including detailed financial statement with copies of receipts for funds used on the Project, within one year of the grant award date.
- Comply with the additional reporting guidelines outlined in the Horizons Foundation grant letter that accompanied the check.
- Be present or send a representative to the REGC Award Presentation Party in early February 2015.
- Be open to invitations to share your experiences with REGC at other community events to raise the visibility of San Francisco's API-LGBTQueer philanthropy.
- In accepting a grant from the Red Envelope Giving Circle, the grantee hereby irrevocably and unconditionally agrees, to the fullest extent permitted by law, to defend, indemnify and hold harmless Red Envelope Giving Circle, its officers, and agents, from and against any claims, liabilities, losses and expenses (including reasonable attorneys' fees) directly, indirectly, wholly or partially arising from or in connection with any act or omission of the grantee, its employees or agents, in applying or accepting such grant, in expending or applying the funds furnished pursuant to such grant or in carrying out the program or project to be funded or financed by such grant, ecet to the extent that such claims, liabilities, losses or expenses arise from or in connection with any act or omission of the Red Envelope Giving Circle, its officers or agents.

I, \_\_\_\_\_(printed name), representing \_\_\_\_\_, a project of \_\_\_\_\_, acknowledge receipt of these grant funds and do hereby agree to the above terms and conditions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

