



## **Collaboration Fund Letter of Inquiry**

### **COLLABORATION FUND: DEVELOPING FIELD-WIDE INITIATIVES THROUGH PARTNERSHIPS**

The Collaboration Fund is designed to support partnerships among youth-serving organizations that advance the field of parks, recreation and outdoor education. The Stewardship Council will target \$500,000 for this purpose. These grants should result in new or expanded programs that could not be accomplished by a single organization; are innovative and creative in their approach; result in significant local or regional impact; and bring together multiple sectors within the broader youth development field for a more cohesive and well-rounded approach to outdoor education. These grants are not intended to be large program grants but rather they are designed to help create an opportunity for many organizations to work together on issues of common concern. Grants will be awarded during one funding cycle in 2008.

Both new and existing partnerships may apply for funding. Partner organizations with a history of collaborating must demonstrate how this project will expand their partnership to offer a new level or type of service for young people. Field wide initiatives should address barriers and obstacles that go beyond those associated with a single non-profit and address any issue(s) common to non-profits working in this field.

#### Collaboration Grant Timeline

December 19: Request for Proposals Released

January 21: Application Available Online

March 14: Letter of Inquiry Due

April 14: Selected Organizations Invited to Submit Full Proposal

May 16: Full Proposal Due

October: Awards Announced



## 2007 Statistics

In 2007, 32 applications were submitted requesting a cumulative total of \$6.4 million. Applications were received from these geographic regions:

Region	Counties	#	%
Bay Area	Alameda, Contra Costa, Marin, Napa, San Mateo, Santa Clara, Solano, Sonoma	8	25%
San Francisco	San Francisco	2	6%
Sacramento	Sacramento	4	13%
Central Valley: North	Butte, Colusa, Glen, Placer, Shasta, Sutter, Tehama, Yuba, Yolo	3	9%
Central Valley: Central	Fresno, Madera, Merced, San Joaquin, Stanislaus, Yuba	4	13%
Central Valley: South	Kern, Kings, Tulare	0	0%
Mountain	Alpine, Almanor, Calaveras, El Dorado, Lassen, Mariposa, Nevada, Plumas, Sierra, Siskiyou, Tuolumne	0	0%
North Coast	Humboldt, Lake, Mendocino, Trinity	1	3%
South Coast	Monterey, San Benito, San Luis Obispo, Santa Barbara, Santa Cruz	2	6%
Multi-region	Projects that affect participants in multiple counties	8	25%
Total		32	100%

Six grants were made; the average grant size was \$87,500.

### ELIGIBILITY QUIZ

Prior to starting the application process, please make sure that your organization meets the minimum qualifications required to have your proposal considered by the Stewardship Council.

Is your organization: 1. a federally and California exempt organization under IRC Sec 501(C)(3)? 2. a public agency, school district, or a federally recognized tribe? or 3. a fiscally sponsored project of an exempt organization?

Has your organization been in operation for at least one full calendar year?



Do your programs serve youth within the geographic scope of the Stewardship Council in Northern and Central California?

Please review the [Population Density map](#) on our research and materials page of our website. Our geographic area is highlighted on this map.

Does your proposal serve youth between the ages of 13 to 18, or if you are a school-based program, between grades 7 to 12?

If you answered "Yes" to all of the above you meet the minimum criteria for applying for a grant.



## **APPLICATION PROCESS**

The application process for Collaboration Fund grants has three steps.

### ***Step 1***

Contact the Stewardship Council and discuss your proposal for a potential Collaboration Fund grant. This is a critical first step. The Stewardship Council views these grants as opportunities for collaboration between the Council and the field. This step is designed both to ensure that your ideas are in line with Stewardship Council goals and to help flesh out your ideas.

### ***Step 2***

Submit a Letter of Inquiry (LOI). The LOI must be submitted online.

### ***Step 3***

Submit a full proposal if your LOI is selected.

## **LOI APPLICATION:**

### **CONTACT INFORMATION**

If we have any questions during the review process, we may need to contact you to get additional information in a timely manner. Please provide the contact information for three people in your organization: 1. the primary grant contact. 2. the secondary grant contact. 3. the executive director. If any of your contact information should change during the course of the grant round, please contact us so that we may keep your information updated.

Primary Grant Contact

First Name

Last Name

Title

Address

City

State

Zip

Primary Telephone Preferred Format: (XXX) XXX-XXXX ext. XXX



Secondary Telephone Preferred Format: (XXX) XXX-XXXX

E-mail Address

Secondary Grant Contact

First Name

Last Name

Title

Address

City

State

Zip

Primary Telephone Preferred Format: (XXX) XXX-XXXX ext. XXX

Secondary Telephone Preferred Format: (XXX) XXX-XXXX

E-mail Address

Executive Director

First Name

Last Name

Title

Address

City

State

Zip

Primary Telephone Preferred Format: (XXX) XXX-XXXX ext. XXX

Secondary Telephone Preferred Format: (XXX) XXX-XXXX

E-mail Address



## **LEAD ORGANIZATION INFORMATION**

Legal Name

Common Name, if applicable. As an example, our official IRS name is the Pacific Forest and Watershed Lands Stewardship Council, but we call ourselves the Stewardship Council.

Address

City

State

Zip

Primary Telephone Preferred Format: (XXX) XXX-XXXX

Secondary Telephone Preferred Format: (XXX) XXX-XXXX

Fax Preferred Format: (XXX) XXX-XXXX

Website Address

Year Founded

Organization Tax ID or School ID number

## **LETTER OF INQUIRY**

The 1-2 page Letter of Inquiry (LOI) should include:

A description of the project you want the Stewardship Council to support - Describe the field-wide issue that your collaboration will address. How will this collaborative project advance the field of parks, recreation and outdoor education? What makes your proposed approach innovative, unique, and creative? How does your project meet the priorities of the Stewardship Council?

A brief description of your collaborative partners and potential partners, and what roles each will play in your proposed project. What makes your collaboration strong?

Background information about your organization, activities and operating budget.

The regions and youth population(s) your project serves.

Total amount requested from the Stewardship Council (between \$50,000 to \$150,000 per year)



The LOI should be signed by your Executive Director (electronic signature is OK).

You are welcome to upload signed MOUs from existing major partner organizations (please keep this to less than 5) or letters of support from potential partners (not required at this stage).