



THE SPARTANBURG COUNTY FOUNDATION
Your Community Foundation

Request for Proposals – Endowment Challenge

In honor of its 75th anniversary, The Spartanburg County Foundation is excited to announce that it will offer an Endowment Challenge as one of its 2018 grant opportunities. The Foundation views endowments as a critical building block in developing the capacity and future sustainability of nonprofit organizations. Drawing from a history of facilitating long-term philanthropy and building nonprofit organizational effectiveness, the Foundation is pleased to invest into Spartanburg County nonprofits through this Endowment Challenge.

An endowment fund is a pool of dollars (sometime referred to as the corpus) from one or more donors that is invested. A certain percentage of the fund can be withdrawn each year to fund a nonprofit organization's overall mission. A spending (or withdrawal) policy determines the amount that can be withdrawn each year. The Spending Policy is meant to keep the fund's corpus intact and ensure the long-term financial health of the nonprofit organization and its beneficiaries.

During the Endowment Challenge, the Foundation will offer 1:1 matching grants of either \$25,000; \$50,000; or \$75,000 to nonprofit organizations to establish or to build an existing agency endowment fund at The Spartanburg County Foundation. Each matching dollar raised will leverage one grant dollar from the Foundation. Grant recipients will have 18 months from the date of the award to raise the full match. Grant dollars will be transferred into the endowment fund once the match has been met.

The agency endowment fund will be a permanent fund at The Spartanburg County Foundation and follow the Foundation's Investment and Spending Policies. The Foundation's current Spending Policy allows 4% of the fund's average balance over the last five years to be spent in the current fiscal year. For example, a fund with an average balance of \$50,000 is able to withdraw an average of \$2,000 per year from the fund under the current Spending Policy. Each year, the Foundation's Investment Advisory Committee and Board of Trustees review the Spending Policy.

Grant Guidelines and Criteria

The Spartanburg County Foundation will consider only those organizations and institutions that are recognized as 501(c)(3) non-profit entities providing services to the residents of Spartanburg County, South Carolina. By meeting these criteria, certain institutions and organizations located outside of Spartanburg County may be eligible for funding; however, funding is restricted to benefit Spartanburg County only. Organizations that serve multiple counties must clearly show that the funds will remain in Spartanburg County.

Please note that The Spartanburg County Foundation does not Provide Funding for:

- Lobbying activities, political organizations, or candidates for public offices.
- Individual projects.
- Research that is of a non-community nature or that does not have promise of near term benefits to the citizens of Spartanburg County.
- Debt reductions, deficits, or previous obligations.
- Retroactive expenses/activities.
- Religious organizations for sectarian purposes.

The Foundation will consider proposals from faith-based organizations; however, endowment funding will be restricted to nonsectarian purposes.

In order for dollars to be eligible for the 1:1 match:

- Dollars must be collected after the grant award date and be deposited into the fund established at The Spartanburg County Foundation.
- Dollars must be new cash (rather than cash on hand or in other reserve accounts). For example, an organization cannot close a savings account at a bank and transfer the cash into a fund at the Foundation to meet the match.
 - Please note that new cash does not mean new donors. The Foundation encourages organizations to use the Challenge to broaden its donor base, but this is not a requirement.
 - The Foundation can assist with gifts of stock or real estate.

Applicants will be required to submit a detailed plan, including a timeline, for building the endowment fund over a period of 18 months.

Instructions for Completing the Proposal

The Foundation uses an online grant submission process. Applications and all required supporting documents must be uploaded using the online system. The application will be available beginning Thursday, May 10, 2018, at www.spcf.org. Proposals submitted in any other manner will not be considered.

Application Information

Completed applications will include the following components. Please note that on the application, each bullet point will have a separate comment box or pick-list to answer each question.

Organization Information

- Name
- Organization
- E-mail address
- Phone number
- Date organization was established
- Mission Statement

Project Overview

- Project Title
- Requested Amount (i.e. \$25,000; \$50,000; \$75,000)
- Select the specific Indicator Area(s) (i.e., Social Environment) that your organization addresses and describe how your organization addresses that Indicator Area. Please see www.strategicspartanburg.org for descriptions of each Indicator Area. (300 words)
- Provide a brief summary of why an endowment fund is important to your organization. (200 words)
- Does your organization currently have an endowment fund or savings account? If so, please state which type and the current balance. (100 words)

People Served

- Number of people served by the organization annually
- Geographic areas served (i.e. specific communities, county-wide, regional, state-wide). If your organization provides services to communities outside of Spartanburg County, please share the number of Spartanburg County residents served by the organization.

Narrative

Opportunity

- How does this project advance the mission of the organization? In other words, how will building an endowment fund change your ongoing everyday client/community impact? (150 words)
- How will the endowment increase long-term sustainability of the organization? (150 words)
- List three major accomplishments that demonstrate organizational capacity to execute the proposed project for which you are seeking support. Please include at least one accomplishment tied back to fundraising/development. (200 words)

Goals, Activities, Outcomes and Timeline (Strategic Fundraising Plan)

- Describe the goals for the project. (500 words)
- Describe the project activities/objectives that must be completed to achieve those goals. (500 words)
- Describe the measurable outcomes (expected results) you hope to achieve and how you plan to measure progress. Outcome are determinates of whether or not your goals were met. (500 words)
 - o *Note: Outcomes should address leveraging the endowment funds, address sustainability of the organization, and reflect changes in people or the organization as a result of the endowment's impact. Key to an endowment campaign are the strategies and tactics you will use to promote your organization, diversify your funding stream, reach new donors, and increase giving from current donors.*
- What additional funding do you anticipate receiving for this project/program as a result of funding from The Spartanburg County Foundation? (i.e., foundations, donors, etc.). (150 words)
- Include a timeline of the project. (150 words)
- Who will execute the program and what qualifications and experience do they have? (150 words)

Required Attachments

- Verification of tax-exempt status (IRS determination letter)
- List of Board of Directors, officers, and staff
- Verification letter on organization letterhead stating Board's approval to participate in the Endowment Challenge
- Organization's Annual Operating Budget
- Marketing and development budget, if applicable
- Organization's most recent financial audit. If the organization does not have an audit, please submit the **most recent** IRS form 990 and also provide an explanation, in the cover sheet, of why there is no audit.
- **Organizations that are using the services of a consultant or outside vendors to assist in the strategy of building an endowment must upload the consultant/vendor proposal.**

Reporting

All grant recipients will be required to submit quarterly progress reports and a final evaluation report at the end of the funding cycle. Foundation staff may also contact grant recipients during the Endowment Challenge period for additional updates and to ensure progress is continuing toward the match.

The evaluation report should include: project status of activities accomplished, both ongoing and completed; evaluation of stated goals and actual results to date; total expenditures for the project; and a list of additional resources leveraged for the project as a result of the grant.

Grant Application Timeline

Thursday, May 10, 2018	Announce Endowment Challenge and Begin Accepting Proposals
Wednesday, June 13, 2018, by 5:00 p.m.	Proposals Due
Tuesday, September 25 – Friday, September 28, 2018	Awards Notification
November 2018	Public Announcement of Endowment Challenge Grantees
Quarterly Progress Report 1	Thursday, January 31, 2019
Quarterly Progress Report 2	Tuesday, April 30, 2019
Quarterly Progress Report 3	Wednesday, July 31, 2019
Quarterly Progress Report 4	Thursday, October 31, 2019
Quarterly Progress Report 5	Friday, January 31, 2020
Final Evaluation Report Due	Thursday, April 30, 2020

Questions

For questions regarding the grant cycle, please contact Tara Weese, director of grants and initiatives, at tweese@spcf.org or (864)582.0138.

For questions regarding the online application portal, please contact Ashley Whitt, program specialist, at awhitt@spcf.org or (864)582.0138.