



**COMMUNITY  
FOUNDATION**  
*of Western Nevada*

## Truckee River Fund 2016 Request for Proposals

The Community Foundation of Western Nevada is accepting proposals for grants from the Truckee River Fund. Proposals will be considered by the Truckee River Fund Advisory Committee and grant recommendations must be approved both by the TMWA Board and the Board of Trustees of the Community Foundation. The fund advisors may recommend up to a total of \$500,000 in grant awards but may choose to award less than the amount available.

The mission of the Truckee River Fund is to protect and enhance water quality or water resources of the Truckee River or its watershed. To be considered for funding, project proposals must demonstrate measurable impact in accordance with this mission. To see projects funded by the Truckee River Fund, please go to <http://www.truckeeriverfund.org>.

Projects must begin within 180 days of award. Applicants must be registered 501(c)(3) nonprofit agencies, nonprofit educational institutions, or governmental entities. Grants are paid on a reimbursable basis for actual expenditures.

Please **submit 1 pdf copy<sup>1</sup> via email** of your proposal. Proposals are encouraged for the following:

- A. Projects that improve bank or channel stabilization and decrease erosion.
- B. Structural controls or Low Impact Development (LID) projects on tributaries and drainages to the Truckee River where data supports evidence of pollution and/or sediments entering the Truckee River.
- C. Projects that remove pollution from the Truckee River.
- D. Projects that remove or control invasive aquatic species or terrestrial invasive plant species that are adverse to water supply.<sup>2</sup>
- E. Other projects that meet the evaluation criteria.

Applicants must provide a minimum 25 percent match for funds requested. Guidelines for requests of matching funds are provided in the attached application form. Indirect/overhead expenses cannot exceed 25 percent.

Deadline for submitting **your completed proposal is Thursday, February 11, 2016, at noon**. Applications must be confirmed as received by the Community Foundation of Western Nevada by the deadline to be considered for funding. For questions, additional information, or an electronic copy of the application, contact the Community Foundation. The application is also available online at [www.truckeeriverfund.org](http://www.truckeeriverfund.org).

The application may be reproduced, retyped, or sections increased or reduced in length but must follow the same order. Please use the following checklist to ensure your application is complete:

- Proposal, including Cover Sheet and narrative, is a maximum of 5 pages on 8 ½" x 11" paper in readable font (i.e. Times New Roman 12 pt.)
- Budget is page 6
- Pages are numbered
- You are submitting 1 pdf copy
- You have emailed the pdf to [tturner@nevadafund.org](mailto:tturner@nevadafund.org) so it is received no later than **Thursday, February 11, 2016, at noon**

<sup>1</sup> Note: Put your application page, budget, and any photos into ONE Pdf file. Submit your required attachments via email as individual files clearly labeled with your organization's name in the file name. Send your files to [tturner@nevadafund.org](mailto:tturner@nevadafund.org).

<sup>2</sup> For proposals related to weed control/eradication, contact Tracy Turner at the Community Foundation of Western Nevada for additional criteria: [tturner@nevadafund.org](mailto:tturner@nevadafund.org); 775-333-5499.



**Cover Sheet**

<b>Organization Name:</b>				
<b>Type:</b>	<b>501(c)(3) EIN#</b>	<b>Governmental entity? Y/N</b>		
<b>Address:</b>				
<b>Project Name:</b>				
<b>Amount requested:</b>		<b>Website:</b>		
<b>This funding will be used to (complete this sentence with a max of 2 sentences):</b>				
<b>Key People:</b>	<b>Director:</b>			
	<b>Board Chair:</b>			
	<b>Project Contact:</b>	<b>Name:</b>		
		<b>Position:</b>		
		<b>Phone:</b>		
		<b>Fax:</b>		
<b>Email:</b>				
<b>Organization Mission:</b>				
<b>Has your organization received other grants from the Truckee River Fund?</b> <b>Yes      No</b> (use additional page if necessary)	If yes,			
	Date awarded:			
	Project title:			
	Amount of Award:			
	Date awarded:			
	Project title:			
	Amount of Award:			
	Date awarded:			
	Project title:			
	Amount of Award:			

**DESCRIPTION OF PROJECT UNDER CONSIDERATION**

Indicate the description that best fits the project you are proposing. Mark no more than three categories:

- A. Projects that improve bank or channel stabilization and decrease erosion.
- B. Structural controls or Low Impact Development (LID) projects on tributaries and drainages to the Truckee River where data supports evidence of pollution and/or sediments entering the Truckee River.
- C. Projects that remove pollution from the Truckee River.
- D. Projects that remove or control invasive aquatic species or terrestrial invasive plant species that are adverse to water supply.<sup>3</sup>

<sup>3</sup> For proposals related to weed control/eradication, contact Tracy Turner at the Community Foundation of Western Nevada for additional criteria. [tturner@nevadafund.org](mailto:tturner@nevadafund.org); 775-333-5499.



- E. Other projects that meet the evaluation criteria.

### **NARRATIVE REQUIREMENTS**

Provide answers for all 11 sections below; use the numbers and topics (in **bold**) to label each section in your response. Your application is limited to 5 narrative pages, including the cover sheet. Your budget is page 6. **All projects are required to have measurable outcomes:**

1. Specific **project goals and measurable outcomes and how you will measure and report them.**
2. **Project location.**
3. **Project description.** Include site map and aerial photos if applicable/possible. Maps and photos must fit on 8-1/2" x 11" paper.
4. **Permitting.** Provide a permitting schedule for your project along with your plan for getting the required permits. Be sure to include the cost of permitting as a line item in your budget.
5. If **future phases** of the project will be needed, identify anticipated sources of funding.
6. **Principals involved** in leading or coordinating the project or activity.
7. Number of **staff positions involved** in project: Fulltime      Part-time      ("Fulltime" means 100% of their staff position will be dedicated to this project; "part-time" means only a portion of their staff position will be dedicated to this project)
8. Number of **volunteers involved** in project and an estimated number of volunteer hours.
9. **Time Line** of Project. List key dates and include project milestones. *Note:* Be realistic in your estimate of dates and milestones. List any factors that may cause a delay in implementing and/or completing the project.
10. **Success.** Tell the committee how we will know you succeeded in what you proposed to do.
11. **Grant match.** All applicants must provide a match of at least 25 percent for dollars requested. The match may be with funding and/or in-kind services. Complete the Grant Match section.
12. **Project budget** (see Sample Budget Template on page 5 of this RFP). Provide detail on line-item expenditures and show which costs are to be paid for by the Truckee River Fund grant, which expenses will be paid for by other sources, and which will be paid for with in-kind services. Other sources of funding should be provided.
  - *Note 1:* Project budget must be a stand-alone, one-page attachment.
  - *Note 2:* Indirect/overhead expenses cannot exceed 25 percent.

Grants from the Truckee River Fund are paid on a reimbursable basis for actual expenditures only. Craft your budget in such a way that requests for reimbursement correspond to the original budget.



**Grant Match**

<b>Match amount to be provided:</b>		<b>\$</b>			
<b>Match details:</b>	Please provide the form of your matching funds. If match is made up of both cash and in-kind, fill in both sections.				
	Match is:				
	<table border="1"> <tr> <td>Cash</td> <td><b>\$</b></td> </tr> <tr> <td>In-kind</td> <td><b>\$</b></td> </tr> </table>	Cash	<b>\$</b>	In-kind	<b>\$</b>
Cash	<b>\$</b>				
In-kind	<b>\$</b>				
For the cash portion of your match, is the funding already being held by the applicant for this project? Yes ___ No ___					
<b>Description of matching funds/in-kind donations:</b>					

**ATTACHMENTS**

You may be asked to submit the following attachments via email. If you are asked to submit the attachments, clearly label each file with your organization’s name. If you do not have the ability to email them, place each of the items listed below on a separate page and submit just one copy.

**Nonprofits submit:**

- Last audited financial statements if your organization has been audited
- List of Board of Directors
- Copy of agency’s IRS 501(c)(3) Tax Determination Letter
- Copy of the agency’s most recent IRS Form 990

**Governmental entities submit:**

- Departmental budget in lieu of audited financial statements



**SAMPLE BUDGET TEMPLATE**

Budget Item Description*	ORIGINAL PROJECT BUDGET				REIMBURSEMENT REPORT	
	TRF \$	Other Funding Name**	Match \$	Total	Expenditures to date TRF	Expenditures to date (other sources)
Design/Engineering	\$xx,xxx	Agency X	-	\$xx,xxx	\$xx,xxx	
Permitting	\$xx,xxx	Agency X	\$x,xxx	\$x,xxx		\$x,xxx
Labor--paid	\$x,xxx	Agency X	\$x,xxx	\$x,xxx	\$x,xxx	
Labor--volunteer (\$20/hr)		Own people	\$xx,xxx	\$xx,xxx	\$x,xxx	
Construction	\$xx,xxx	Agency Y	\$xx,xxx	\$xx,xxx		
Materials	\$xx,xxx	Agency Y	\$xx,xxx	\$xx,xxx		
Other (be specific)	\$xx,xxx	Agency Y	\$xx,xxx	\$xx,xxx		
Overhead (max 25%)	\$xx,xxx	Own agency	\$xx,xxx	\$xx,xxx		
<b>TOTAL</b>	<b>\$xxx,xxx</b>		<b>\$x,xxx</b>	<b>\$xxx,xxx</b>	<b>\$xx,xxx</b>	<b>\$x,xxx</b>

\*\*Explain  
status of other  
funding if not  
in hand.

\*These are sample  
descriptions.

If project is to be implemented in phases, please  
separate budget into each phase.



## **GRANTEE REQUIREMENTS**

To be eligible for funding, grantees must adhere to the following requirements:

- Funds are to be used and/or disbursed exclusively for the charitable uses and purposes.
- The Fund shall be used exclusively for projects that protect and enhance water quality or water resources of the Truckee River, or its watershed.
- The Charitable Beneficiaries may include 501(c)(3) organizations and governmental entities. Any grants to governmental entities must be made exclusively for public benefit purposes.
- All grantees will be required to sign a grant agreement stipulating their agreement with all of the terms, conditions, and reporting requirements.
- Organizations or entities sponsoring proposals are prohibited from ex parte communications regarding such proposals with members of the Truckee River Fund Advisory Committee while such proposals are pending before the Committee, and such communications may be grounds for rejecting a proposal.
- To maintain eligibility to receive grant funds, each Charitable Beneficiary must comply at all times with the following requirements:
  1. Charitable Beneficiaries must be exempt from federal income taxation under Section 501(c)(3) of the Code;
  2. Charitable Beneficiaries shall use all Fund distributions toward projects that are appropriate and legal public expenditures;
  3. Charitable Beneficiaries must provide financial details and/or reports of their organizations upon request;
  4. Charitable Beneficiaries must not use any Fund distributions for political contributions or political advocacy;
  5. Charitable Beneficiaries must either implement the projects, activities, and/or programs for which they received Fund distributions within six months of the date in which such distributions are received or by date(s) as agreed upon in the grant acceptance agreement, or must return all such distributions to the Community Foundation forthwith;
  6. Charitable Beneficiaries must provide the Community Foundation a report detailing the completion of their projects, activities, and/or programs; and
  7. Charitable Beneficiaries must sign an agreement regarding their compliance with the qualifications hereof.

## **PROJECT EVALUATION CRITERIA**

Each proposal will be evaluated on criteria that include but are not limited to:

- Measurable outcomes in accordance with the exclusive goal of Truckee River Fund.
- Closeness of project match to areas of funding emphasis.
- Readiness of sponsoring organization to undertake and complete project.
- Consistency with established Truckee River operations.
- Impact on other River stakeholders.
- Absence of negative or unintended consequences.
- Solutions to known problems as identified through past research.
- Prior performance on grants from the Truckee River Fund.