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# TRUCKEE RIVER FUND

Enhancing and protecting our water resources

## Request for Proposal

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 mission of 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.

Projects with more immediate implementation dates are preferred. Applicants must be registered 501(c)(3) nonprofit agencies, nonprofit educational institutions, or governmental entities.

Proposals are encouraged for the following projects:

- A. Projects that improve stabilization and decrease erosion and sediment through protecting trees and vegetation and restoring riparian areas and plantings.
- 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, including but not limited to the North Truckee Drain, Chalk Creek, Mogul Creek, Steamboat Creek, UNR Culvert (Evans & McCarran), and other drainages.
- C. Projects that will identify the sources of discharges containing pollution and/or sediments to the Truckee River, particularly an expansion of the Highland Study west to Verdi.
- D. Projects that provide solutions to known problems as identified through past research.
- E. River clean-up projects that remove debris.
- F. Other projects such as dam removal or conservation easements that, based on sound science, will provide measurable benefit in accordance with the exclusive goal of Truckee River Fund.

Applicants must provide a match for funds requested. Guidelines for requests of matching funds are provided in the attached application form.

Deadline for submitting the completed RFP is **Monday, June 2, 2008, at 5pm.** Applications must be physically present at the Community Foundation of Western Nevada office by the deadline to be considered for funding. For questions, additional information, or an electronic Word copy of the application, contact the Community Foundation office. For more information on the Truckee River Fund go to [www.truckeeriverfund.org](http://www.truckeeriverfund.org).

# Truckee River Fund

## Request for Proposal

### Cover Sheet

The completed application must be received by the Community Foundation of Western Nevada at 1885 S. Arlington Avenue, Suite 103, Reno, Nevada 89509 by **Monday, June 2, 2008, at 5 p.m.** Applications that are not physically present in the Community Foundation office by the deadline will not be considered for funding.

The completed RFP must include all required attachments and be on 8½ x 11” white paper, one sided, in Times New Roman 12 pt. font, and stapled together. Pages must be numbered. Do not include a cover letter. **The application must not exceed 5 pages of narrative, including the cover sheet. Your budget is page 6. Include only one copy of the attachments listed on page 3 of this RFP.** Only black ink should be used. The application may be reproduced, retyped, or sections increased or reduced in length but must follow the same order.

**Project Name** \_\_\_\_\_

**Amount requested** \_\_\_\_\_

**Organization Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Director's Name** \_\_\_\_\_ **Board Chairperson** \_\_\_\_\_

**Contact Name** \_\_\_\_\_ **Contact Position** \_\_\_\_\_

**Phone** \_\_\_\_\_ **Email** \_\_\_\_\_ **Website** \_\_\_\_\_

**Organization Mission**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**501(c)(3)** \_\_\_\_\_ **EIN#** \_\_\_\_\_ **Governmental entity** \_\_\_\_\_

#### DESCRIPTION OF PROJECT UNDER CONSIDERATION

Indicate the letter description from page one of the RFP that best fits the project you are proposing. MARK ONLY ONE:

A. \_\_\_\_\_ B. \_\_\_\_\_ C. \_\_\_\_\_ D. \_\_\_\_\_ E. \_\_\_\_\_ F. \_\_\_\_\_

**Please provide answers for all ten sections below; label each section in your response.**

Remember, your application is limited to 5 narrative pages, including the cover sheet. Your budget is page 6.

1. Project description. Include site map and aerial photos if applicable/possible. Maps and photos must fit on 8-1/2" x 11" paper.
2. Project location.
3. Project goals and specific measurable objectives.
4. If future phases of the project will be needed, identify anticipated sources of funding.
5. Principals involved in leading or coordinating the project or activity.
6. Number of staff positions involved in project: Fulltime \_\_\_\_\_ Part-time \_\_\_\_\_
7. Number of volunteers involved in project and an estimated number of volunteer hours.
8. Time Line of Project – List key dates and include project milestones. *Note:* Be realistic in your estimate of dates and milestones. Please list any factors that may cause a delay in implementing and/or completing the project. Include dates by which you will need funds. If all funds are not needed at the start of the project, list amounts and dates needed.
9. Project budget (page 6 of your application) – 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:* Project budget must be a stand-alone, one-page attachment.
10. Grant match – All applicants must provide a match of 25 percent for dollars requested. The match may be with funding and/or in-kind services. Complete the section below for the match:
  - Match Amount to be Provided \_\_\_\_\_
  - Match is: Cash \$\_\_\_\_\_ In-Kind \$\_\_\_\_\_ Both \$\_\_\_\_\_ (If both, break out amounts and provide separate description of in-kind and cash match.)
  - If the match is cash, is the funding already being held by the applicant for this project? Yes \_\_\_\_\_ No \_\_\_\_\_
  - Description of matching funds/in kind donations

**Required Attachments**

Place each of the items listed below on a separate page. Submit **only one copy** of the following attachments:

1. Last audited financial statements if your organization has been audited
2. List of Board of Directors
3. Copy of agency's IRS 501(c)(3) Tax Determination Letter, if a nonprofit agency
4. Copy of the agency's most recent IRS Form 990, if a nonprofit agency

## **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 stipulates 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 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:

- Closeness of match of the project to the six areas of funding emphasis as requested for this round of funding.
- The level to which Truckee River Grant funds will be matched or leveraged
- “Best fit” with stated purposes of the Truckee River Fund
- Availability of matching funds or in-kind resources
- Feasibility of project and completion time
- Capability of sponsoring organization to undertake and complete project
- Whether alternative sources of funds are available for the project
- Consistency with established Truckee River operations, impact on other River stakeholders
- Absence of negative or unintended consequences.
- Immediacy of project impact.