

## Truckee River Fund 2012 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 fund advisors may recommend up to a total of \$1 million 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 9, 2012, 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 office. The application is also available online at [www.nevadafund.org](http://www.nevadafund.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 1/2" 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 by email to [tturner@cfwnv.org](mailto:tturner@cfwnv.org) so it is received no later than noon on **Thursday, February 9, 2012**.

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<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@cfwnv.org](mailto:tturner@cfwnv.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@cfwnv.org](mailto:tturner@cfwnv.org); 775-333-5499.

## Truckee River Fund 2012 Request for Proposal Cover Sheet

**Organization Name:**

**Type:**

501(c)(3) EIN#

Governmental entity? Y/N

**Address:**

**Project Name:**

**Amount requested:**

**Website:**

**This funding will be used to:**

**Key People:**

<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>	

**Organization**

**Mission:**

**Has your organization received other grants from the Truckee River Fund?**

**Yes \_\_\_ No \_\_\_**

(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>
- E. Other projects that meet the evaluation criteria.

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# Truckee River Fund 2012 Request for Proposal

## 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**.
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. **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.
11. **Project budget** (use 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. The Budget Template on page 5 of this RFP will allow grantees to keep track of expenditures and submit a clear request for reimbursement. This original project budget—updated with expenditures during the course of the project—is due with each quarterly project report for funded project.

# Truckee River Fund 2012 Request for Proposal

## Grant Match

**Match amount to be provided: \$**

**Match details:** 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:

Cash	\$
In-kind	\$
Note: Volunteer and in-kind hours may be calculated at a maximum rate of \$20/hour per individual.	

For the cash portion of your match, is the funding already being held by the applicant for this project? Yes \_\_\_ No \_\_\_

**Description  
of matching  
funds/in-  
kind  
donations:**

## REQUIRED ATTACHMENTS

Submit the following attachments via email. 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

## Truckee River Fund 2012 Request for Proposal

### BUDGET TEMPLATE

Budget Item Description*	ORIGINAL PROJECT BUDGET				REIMBURSEMENT REPORT		
	TRF \$	Other Funding Name**	Match \$	Total	Expenditures to date TRF (cumulative)	Expenditures to date-other sources (cumulative)	Amount requested for this reimbursement
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>	
*These are sample descriptions.		**Explain status of other funding if not in hand.					
If project is to be implemented in phases, please separate budget into each phase.							

# Truckee River Fund

## 2012 Request for Proposal

### 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.