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Truckee River Fund

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. 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.

Please **submit 12 paper copies and 1 electronic copy**¹ 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.²
- E. Other projects that meet the evaluation criteria.

Applicants must provide a minimum 25% 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 12 copies of the completed RFP is Tuesday, November 17, 2009, at 5 p.m.** 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 copy of the application, contact the Community Foundation office. For more information on the Truckee River Fund go to www.truckeeriverfund.org.

¹ Note: Put your application page, budget, and any photos into ONE file on a CD. You may also submit your required attachments electronically as individual files on the same CD.

² For proposals related to weed control/eradication, contact Tracy Turner at the Community Foundation of Western Nevada for additional criteria. tturner@cfwnv.org; 775-333-5499.

Truckee River Fund

Request for Proposal Cover Sheet

Twelve paper copies and one electronic copy³ of the completed application must be received by the Community Foundation of Western Nevada at 1885 S. Arlington Avenue, Suite 103, Reno, Nevada 89509 by **Tuesday, November 17, 2009, 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 a readable font (i.e. 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.

Organization Name:

Type: 501(c)(3) EIN#

Governmental entity? Y/N

Address:

Project Name:

Amount requested:

Website:

Key People:

Director:		
Board Chair:		
Project Contact:	Name:	
	Position:	
	Phone:	
	Fax:	
	Email:	

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:	

³ Note: Put your application page, budget, and any photos into ONE file on a CD. You may also submit your required attachments electronically as individual files on the same CD.

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.⁴
- E. Other projects that meet the evaluation criteria.

NARRATIVE REQUIREMENTS

Provide answers for all ten sections below; use the numbers and topics 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. 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. 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 1:* Project budget must be a stand-alone, one-page attachment.
 - *Note 2:* Indirect/overhead expenses cannot exceed 25 percent.
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.

⁴ For proposals related to weed control/eradication, contact Tracy Turner at the Community Foundation of Western Nevada for additional criteria. tturner@cfwnv.org; 775-333-5499.

Grant Match

Match amount to be provided: \$

Match details:

Match is:

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

Nonprofits:

- Last audited financial statements if your organization has been audited (for city, state, county, and federal organizations, include your departmental budget)
- List of Board of Directors, if a nonprofit agency
- Copy of agency's IRS 501(c)(3) Tax Determination Letter, if a nonprofit agency
- Copy of the agency's most recent IRS Form 990, if a nonprofit agency

Governmental entities:

- Departmental budget

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 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.