

Goal: The LGBTQ Fund of Mississippi's (the Fund) Small Grants Program, which receives resources from a fund held at the Community Foundation for Mississippi, supports efforts aligned with the vision, mission, and beliefs defined by the Advisory Board of the Fund (see the Fund's website www.lgbtqfundms.org).

Purposes: Funding is available to support planning, research, and general operations that address priority needs of LGBTQ Mississippians as they strive to live safely, openly and without alienation, isolation, prejudice and/or discrimination.

Special attention will be paid to the following:

- Proposals demonstrating a commitment to addressing the needs of Mississippi's most demonstrably underserved LGBTQ communities, including, but not limited to communities of color, youth, seniors, and persons in rural communities.
- Intersectional programs addressing faith and acceptance.
- Efforts serving transgender and gender non-conforming persons.

Eligible Applicants for grants from the LGBTQ Fund of Mississippi include the following:

- Nonprofit organizations with current tax-exempt status under Section 501(c)(3) of the IRS code and in compliance with the Mississippi Secretary of State's charity registration, fee payment, audit (if required), and reporting requirements.
- Units of local government (including schools, school districts, public-private partnerships, and quasi-governmental entities).
- Research centers (independent and those associated with universities).
- Public and private institutions of higher learning.
- Federally recognized Indian tribes.

Note: In special situations, small grant funds to non-501(c)(3) organizations may be considered, but there are special expenditure responsibility requirements that must be met. Therefore, small grant requests from non-501(c)(3) entities will be considered on a case-by-case basis. Please check the Campaign for Southern Equality's website (see link below) for more information about how to apply for these start-up grants. You do not need 501(c)(3) status to apply. Check this page for updates:

<https://southernequality.org/our-work/southern-equality-fund/>.

Finally, if your effort is not IRS certified as a 501(c)(3) nonprofit and you are not interested in becoming a nonprofit organization, you can work with an existing nonprofit to be a fiscal sponsor for your work. Should you have this arrangement with a fiscal sponsor, the sponsoring organization would submit a grant proposal on behalf of your effort, and the sponsoring organization would be considered the grantee. The sponsoring organization would also be responsible for ensuring accountability for the use of funds and fulfilling reporting requirements. For more information about fiscal sponsorships, please contact us at contact@lgbtqfundms.org.

Geographic Area: Applicants must be in Mississippi or provide services that have a positive direct impact on Mississippi's LGBTQ population.

Threshold Factors:

- Applicants must submit, along with a proposal, their IRS letter designating their 501(c)(3) status and documentation of compliance with the requirements of the Mississippi Secretary of State.
- Each application must be signed by an appropriate individual with the authority to submit such an application on behalf of the nonprofit applicant.
- Applications must be completed and submitted in a timely manner.
- If the submitting organization's general operating budget is \$100,000 or more a 25% match to the requested amount is required. The match may be in cash or in-kind. If the organization's general operating budget is less than \$100,000 no match is required AND no match is required for a planning or research request.

- Successful applicants will be required to enter into a grant agreement that will note any required legal assurances and certifications.

Eligible Activities: It is the intent of the LGBTQ Fund of Mississippi to provide grants that are most helpful and least restrictive for grantees. Therefore, grants for purposes other than planning and research will be for general operations, thereby allowing the grantee to determine the best use of the funding.

Given these broad, inclusive parameters, funding priorities are guided by information from multiple sources, most significantly from the comprehensive, statewide needs assessment. The 2024 Needs Assessment can be found on the Fund's website www.lgbtqfundms.org/resources.

Utilizing the information above, funding priorities have been established, and Requests for Proposals (RFP) will be issued focused on those priorities; however, should there be a compelling reason and/or emergency outside the identified priority issues, the Grants Committee may consider proposals beyond the scope of its identified priorities.

The Grants Committee also has the authority to recommend grant amounts exceeding the stated funding limits *if* there is a compelling need to do so and the need is well-documented. These cases are the exception rather than the rule.

Important Note: An executive summary of the statewide needs assessment along with the identified priorities eligible for funding are available on the Fund's website www.lgbtqfundms.org. Please review this information prior to submitting a proposal.

Ineligible Activities: Grant funds may not be used for the following purposes:

- Acquisition of any interest in real property.
- Grants to support ongoing annual fundraising campaigns, capital campaigns, endowments or scholarships.
- Grants to individuals or to an entity for a specific individual's benefit.
- Grants to individual donors, advisors, and/or related parties.

<p>Planning Grant</p> <p>Maximum \$5,000</p> <p>An organization can apply for more than one planning grant in a 12-month period by requesting an amendment to the original planning grant, but the total amount received cannot exceed \$5,000.</p>	<p>Purpose: Develop a sound, strategic approach to an opportunity/challenge.</p>	<p>Examples: Needs assessments, vision/mission/values development, community conversations to inform mission/strategies/programs, strategic planning efforts, fund-raising plan development, organizational development assessments.</p>
<p>Research Grant</p> <p>Maximum \$10,000</p> <p>An organization may submit one or more proposals for research, but the total amount requested cannot exceed \$10,000 in a 12-month period.</p>	<p>Purpose: Support research project(s) that address a priority identified in the statewide needs assessment.</p>	<p>Examples: Research to enhance understanding and knowledge that contribute to the well-being of Mississippi's LGBTQ citizens.</p>
<p>General Operations Grant</p> <p>Maximum \$15,000</p> <p>An organization may submit one or more proposals for general operating funds, but the total amount requested cannot exceed \$15,000 in a 12-month period.</p>	<p>Purpose: Support the creation of an organization, general operations, and/or capacity building.</p>	<p>Examples: Creation of a new 501c3 organization; attorney and/or accounting fees related to organizational start-up; leadership, staff, and volunteer recruitment, training, and retention efforts; organizational development assessment and technical assistance; communications, branding, and public relations assessment and plan development; evaluation; technology needs/support.</p>

Pre-Application Assistance: A virtual informational meeting will be offered to those interested in submitting a proposal to the Fund. The purpose is for the Grants Committee to explain the work of the Fund, the grant requirements, the funding guidelines, and the RFP process. There will also be time for questions and discussion from potential grantees.

In addition to the informational meeting, representatives from the Fund will be available at any time during the RFP process should there be follow-up questions. Potential grantees can contact the Grants Review Committee at contact@lgbtqfundms.org with questions related to proposal development and/or submission.

Deadlines: Proposals will be accepted during the time specified in the RFP, but emergency proposals can be submitted anytime. The funding limitations described above will be applicable, and proposals should be submitted according to the deadlines noted in the RFP.

The proposal review and decision-making period is 90 days from the official submission deadline. Note: The review process may be completed in less than 90 days, but applicants should be aware that the review committee has 90 days to complete its work.

Submission Method: Applications and supporting materials may be submitted electronically through the Fund's website www.lgbtqfundms.org/grants.

Application Review Process

Initial Review: Board members, volunteers, and/or consultants representing the Fund will perform an initial examination of all applications to determine conformance with these guidelines and applicable threshold factors. If an application does not conform with the guidelines and/or threshold factors, applicants may be contacted and given an opportunity to correct any non-conforming aspects of their applications.

Evaluation of Proposals: After board members, volunteers and/or consultants representing the Fund have completed a review of applications, the proposals will be

reviewed by the Fund's Grants Review Committee. Final funding recommendations will be presented to the Advisory Board and the Community Foundation Board for review.

Additional Factors: The Fund retains discretionary authority to recommend the funding of all or any part of any application. Full funding of every proposal is not assured.

Grant Awards and Requirements Process

The final recommendation(s) from the Grants Committee will be forwarded to the Fund's Advisory Board and the Community Foundation's Board for final action. After final action from the Boards, the grant applicant will be notified and, if funded, a grant agreement will be prepared.

Grant Agreements: The grant agreement incorporates the application received and all applicable Federal and State laws and regulations. Grant agreements will include all reporting requirements and applicable administrative policies, including those on the branding and promotion of grant-supported activities. Grantees may be required to attend a workshop or participate in a conference call on grant implementation procedures.

Quarterly Reporting: A quarterly check-in will be required. These may include narratives, financial reports, as well as other documentation, including photographs and web links, as appropriate to demonstrate the impact of funded work.

Site Visits: All funded projects may be subject to site visits and a mid-year check-in call by representatives from the Fund and/or the Community Foundation for Mississippi, including board members, volunteers, or consultants prior to funding, during the time in which project activities are being performed, and/or following the completion of the final report.

Notice of Awards: No public notice of awards by either the grantee or the grant recipient will be made until grant agreements are executed.

Award Credit and Recognition: Grantees should acknowledge support from the LGBTQ Fund of Mississippi at the Community Foundation for Mississippi in all announcements and other literature used to promote grant-supported activities, as well as in all materials developed for publication as part of any grant-supported activities, including print materials, online materials, exhibits, and signs.

Payment of Grants: Grant amounts awarded will be paid as detailed in the final grant agreement, subject to disbursement policies and procedures of the Community Foundation for Mississippi, which administers the fund.

Instructions for Proposal Narrative

Alignment with and Advancement of the LGBTQ Fund of Mississippi's Mission, Goals and Priorities:

- Briefly discuss how your mission and work of your organization are linked to and advances the mission, goals and priorities of the LGBTQ Fund of Mississippi.
- State the name and primary purpose of the work for which you are requesting funding,
- Provide a very brief description of the work for which you are requesting funding. What will be its ultimate impact?

Soundness of the Plan of Work and Project Design:

- Briefly state the broad goal(s) of the work requested in the grant. What will be achieved if you are given a grant from The Fund?
- Discuss briefly who the beneficiaries of this work will be and how this work will impact them and your organization.

Note: If you are applying for a planning grant and will use a consultant to coordinate or provide major services to the planning process, attach a copy of the proposed scope of work for the consultant as well as the consultant's qualifications to perform the work.

Collaboration, Partnerships and Networking:

Provide the names of other entities, organizations, groups or individuals that will be partners in the planning and implementation of this work.

Evaluation and Impact Sharing:

Describe how and with whom you intend to share and disseminate the impact your work has had.

Reasonableness of Budget and Budget Narrative:

Complete and attach the fillable PDF Budget Form, including the Budget Narrative that explains the basis for all revenues and costs indicated in the budget.

Instructions for Budget Narrative

Personnel: List of all personnel/positions that will be involved in the completion of the proposed work along with their title and the following:

- Salaried Personnel: List each person's annual salary, the percentage of the person's time allocated to this work, the time frame for this commitment, and the total to be paid during the time frame for the work.
- Hourly Personnel: List each person's hourly wage and the total number of hours each person is expected to work, giving the total to be paid during the project's time frame.

Fringe Benefits: List of any fringe benefits to be provided to personnel involved in this work and the cost of such benefits.

Volunteer Time/Services: Provide the names and titles of key volunteers that have specific work responsibilities, include the total number of hours they are expected to work, and the hourly cost of their services.

Contractual Services: Describe the service(s) to be provided, the basis for the cost of each service, and the total cost of each service. For planning grants in which consultants

are to be extensively utilized to coordinate or provide services, a full scope of services for such consultants should be attached to the application.

Travel: Describe the purpose of the travel, estimate the total number of miles to be traveled, and note the reimbursement rate for such travel. For any travel costs other than travel in a personal automobile, describe the required travel and its purpose, and each cost associated with such travel.

Note: Reimbursements for required overnight lodging and per diem or expense payments while traveling are considered travel costs.

Materials and Supplies: Describe the costs of materials and supplies including duplication, printing, equipment rental, postage, communications, and other services related to the work.

Marketing and Promotion: Describe all costs associated with the marketing and promotion of the work, including advertising costs, development of brochures or marketing materials (including design), and distribution of such materials.

Equipment Purchases: Describe the equipment and its need with respect to the work, along with the estimated costs.

Other Costs: Note any other costs associated with the work by describing its relation to the work and the basis for the costs.

Questions concerning these guidelines and the RFP process should be directed to contact@lgbtqfundms.org.