Peninsula Home Fund – Request for Proposals

**Timeline**

April 15: OVCF starts accepting RFP responses.

May 31: RFP responses are due. (midnight)

June: Peninsula Home Fund Committee reviews and scores responses.

July 3: Committee awards funds to selected organizations.

October: Reminder of grant report deadline sent to grant awardees.

October 31: Grant reports on work completed due.

**About the Peninsula Home Fund**

The Peninsula Home Fund, established in 1989 by the Peninsula Daily News, serves as a "hand up, not a handout" for residents of Clallam and Jefferson counties in Washington. Its primary purpose is to provide emergency assistance to individuals and families facing unexpected hardships, helping them regain self-sufficiency. Through the generosity of local residents, the Peninsula Home Fund continues to be a vital resource, offering timely assistance to community members during their most challenging times. Over the years, the fund has raised more than $4.93 million to support those in need.

Olympic View Community Foundation (OVCF) administers the Home Fund, awarding grants to nonprofits located in and serving Clallam and Jefferson Counties. Funds will be awarded to nonprofits who have programs in place to addresses a wide range of needs such as:

* **Transportation Costs**: Covering travel expenses for medical appointments or job interviews.
* **Work-Related Expenses**: Providing necessary work clothing or tools to secure employment.
* **Housing Assistance**: Offering rental assistance or temporary housing solutions to prevent homelessness.
* **Basic Necessities**: Supplying additional help with food, utilities, and other essential needs during crises.
* **Healthcare**: Providing assistance with urgent medical, dental, or eye care needs.

**Requirements for Nonprofits**

* Must be a 501(c)(3) nonprofit or operating under the fiscal sponsorship of a 501(c)(3) organization.
* Must complete a grant report on what was done with funding received as well as the number of individuals and families served. In addition to a short description of the project, be prepared to provide photos or a short video demonstrating services rendered, or at least one success story about your use of the grant funds. (Recipients may remain anonymous to protect privacy.) Not only is this your chance to highlight the work of your organization, it will also be used by the Peninsula Daily News to both account for the usage of funds donated by community members and inspire continued giving.

If you think your organization would be a good fit, considering the above guidelines and requirements, please provide the following information, staying within the word counts noted. Responses should be inserted directly into this document, after the corresponding question. All questions must be answered in order to be considered for funds.

\*Please email RFP responses to [grants@ov-cf.org](mailto:grants@ov-cf.org) no later than midnight on May 31st. Please put “PHF RFP” in the subject line.

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| **Organization Information** |

* Organization Name:
* Address:
* City, State, ZIP Code:
* Website:
* Contact Person:
  + Name:
  + Title:
  + Phone Number:
  + Email Address:
* Tax ID/EIN:
* 501(c)(3)? Y/N
* If not, under what organization is your Fiscal Sponsorship?

**\*Please include with your submission proof of your organization’s tax-exempt status, such as a copy of your IRS determination letter (or the same documentation from your fiscal sponsor.)**

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| **Mission & Services** |

1. Please provide a brief description of your organization’s mission and the services you provide, including what populations you primarily serve? (e.g., low-income families, individuals experiencing homelessness, job seekers, etc.) (300 words)

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| **Funding Request Details** |

1. Amount of funding requested: $\_\_\_\_\_\_\_\_ **($10k max)**

2. Describe specifically how the requested funds will be used to assist individuals or families in need. (Include types of expenses covered, such as rent, utilities, groceries, transportation, job-related costs, etc.) (350 words)

3. Please provide a budget for the program or initiative these funds will support through the Peninsula Home Fund. This should include specific expenses related to supplies, staff support, and direct assistance to individuals or families, rather than the overall operational budget of your organization.

\*Do not include operational budget for your organization.

4. Explain the process your organization will use to identify recipients and distribute assistance to individuals or families in need. (300 words)

5. How will your organization ensure that funds are used effectively and align with the intended purpose of the grant? (200 words)

6. Approximately how many individuals or families do you expect to assist with the requested funding?

7. Please provide an example of a typical situation where these funds would make a significant impact to those served. (250 words)

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| **Financial & Reporting Requirements** |

1. Describe your organizations existing programs or experience in providing direct assistance to individuals or families. (250 words)

2. Please verify that you are prepared to provide a brief report on how funds were distributed, including the number of individuals and families served and the types of assistance provided, as well as photos, videos, or heartwarming stories. (Yes/No)

\*If a report is not submitted, your organization will not be eligible for future grants. We understand that delays happen or that all work might not be completed by the deadline. In this case, a report must still be turned in with details about what has been accomplished so far, the status of the work, and any photos/videos/stories of the progress.

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| **Additional Information** |

1. Is there anything else you would like us to know about why your organization would be a good fit for this funding? (200 words)

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| **Certification & Agreement** |

By signing below, I certify that the information provided in this application is accurate to the best of my knowledge. I acknowledge that funds received must be used in accordance with the stated purpose of the Peninsula Home Fund and that reporting on my organization’s use of the funds will be required. I certify that my organization is either a 501(c)(3) nonprofit or operating under the fiscal sponsorship of a 501(c)(3) organization and have attached documentation confirming this.

Authorized Representative:

Name:

Title:

Signature:

Date:

Please submit completed applications to: [**grants@ov-cf.org**](mailto:grants@ov-cf.org)with “PHF RFP” in the subject line.

For questions or additional information, please send an inquiry to the same email address.

Olympic View Community Foundation P. O. Box 3651 Sequim, WA 98382 (360) 775—3532 [www.ov-cf.org](http://www.ov-cf.org)