



ENCORE RFP 2009

Grant Guidelines and Policies

This document describes the purpose of our ENCORE grant-making program, eligibility criteria, and the procedures to follow in submitting your proposal. Please review these guidelines and policies carefully, and submit your proposal in the requested application format to be considered for funding.

The purpose of the ENCORE Program is to educate communities about the importance of post secondary education (college), and what preparing for it entails. Our target subgrantees are community-based (grassroots) organizations looking to develop and/or support an infrastructure for mobilization of college readiness efforts in the Rio Grande Valley of Texas.

The following college readiness program guidelines have been established in essence to:

- Develop and/or support community-based programs to improve student preparation through the implementation of a rigorous and relevant curriculum to assure they graduate high school ready for college;
- Develop and/or support community-based programs that promotes the importance of post-secondary education and college readiness, and provide parents with the knowledge, skills, and resources they need to prepare their children to be ready for college;
- Develop and/or support community-based programs seeking to build capacity to enhance the infrastructure of a college readiness campaign that engages parents and students;
- Develop and/or support community-based programs that advocate, support, and work with educators and school administrators in the implementation of state-defined college readiness policies and reforms at the district and regional level;
- Develop and support community-based programs designed to engage and promote active and vocal constituencies in support of schools to assure college readiness is applied to all students;
- Develop and/or support other innovative college readiness programs for students, parents and/or teachers.

To realize maximum benefit from the ENCORE grants, TVCOF has established the following policies for applicant organizations to enable ENCORE to be a positive force for education by stressing its core values while honoring its purpose, intent, and integrity.

1. All grant applications must be filed on the standard ENCORE Grant Application, which includes an electronic version of the Section II and III sent via email to Ernesto@tvcof.org and a hardcopy of the complete ENCORE grant application with the requested documents filed directly with the Texas Valley Communities Foundation no later than 5:00 P.M. CST on July 31, 2009.
2. ENCORE Grants cannot be used to address indirect costs of the organization, such as payroll and overhead expenses.
3. No application will be considered from a non-profit organization unless the non-profit organization is currently recognized by the Internal Revenue Service as a tax-exempt, non-profit organization in accordance with the

provisions of the Tax Reform Act of 1969. Subgrantees shall constitute sufficient documentation to the Foundation of their tax-exempt status unless other evidence to the contrary is furnished or discovered by the Foundation.

4. Approval of an ENCORE grant request does not obligate the Foundation to further support that program or project.
5. ENCORE grants are approved only by specific resolution of the TVCOF Board of Directors and are effective only after a standard Grant Agreement has been executed and delivered to the Foundation by the Applicant.
6. To maximize ENCORE resources and its support, the Foundation does not grant funds to pay for completed projects, to pay existing debt or deficit funding, to pay for political expenditures or lobbying activities, or for scholarships or other direct grants to individuals.
7. ENCORE grants are solely for the development and support of educational programs in support of college readiness efforts. Requisitions for endowments will not be considered by TVCOF. This provision will not be waived.
8. All ENCORE funds distributed by the Foundation must be used for the project designated in the application and the grant agreement, and any funds not used for the designated project within 12 months or must be returned to the Foundation.
9. Grant recipients will be required to file a Progress Report within 6 months of the grant award, and a final Grant Closing Report on forms prepared by the Foundation. The final Grant Closing Report must be filed within 14 months after the funding of the grant or within 60 days after the project is completed, whichever is the sooner. The Foundation will not accept applications from a grant recipient that has failed to file timely status reports for a previous grant.
10. ENCORE subgrantees awarded on February 2009 are not eligible to apply during this grant cycle.
11. All ENCORE grant applications will be considered during the ENCORE Advisory Board meeting on July 2009. To be considered, your grant application must be received by 5:00 P.M. (CST) on July 31, 2009.