



**SAPPHIRE FUND**

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[www.sapphirefund.org](http://www.sapphirefund.org)

# **Guidelines for Sapphire Fund 2009-2010 Grant Applications**

This document describes the purpose of Sapphire Fund's grants-making program, outlines eligibility criteria, and summarizes the application process required to be considered as a recipient of one of three Sapphire Fund 2009-2010 Unrestricted Funding Grants.

**NOTE: Previous year grant recipients' are NOT eligible to apply.**

## **I. The Sapphire Fund Grant Program**

Sapphire Fund is a unique non-profit that provides funding and resources to support organizations that build and strengthen the diverse and multi-faceted needs of the greater Philadelphia lesbian, gay, bisexual, and transgendered (LGBTQ) communities, and/or that serve individuals affected by HIV/AIDS.

Each year, the Sapphire Fund invites eligible organizations to apply for one of three Sapphire Fund Unrestricted Funding Grants under an annual competitive Request for Proposal (RFP) process. Eligible organizations may apply for grants by completing and submitting the Sapphire Fund 2009-2010 Grant Application Form and additional required documents within the required deadlines.

All eligible grant applications are reviewed by the Sapphire Fund Board of Directors, which selects that current year's grant recipients. Current year grant recipients are announced in the fall, and moneys for the grants are awarded after the end of our fiscal year (June of the following year).

## **II. Eligible Organizations**

We fund the following types of non-profit organizations (please note that organizations may fall within more than one category):

- **LGBTQ Community Building Groups** — organizations that directly develop connections and promote positive self image among disparate members of the LGBTQ community or strengthen the LGBTQ community as a whole;
- **LGBTQ Cultural/Social Groups** — groups advocating fine arts, theatre, music, dance, art therapy & education, as well as LGBTQ community groups;
- **HIV/AIDS Organizations** — groups who focus on treatment, education, research, prevention, & support services, especially those who serve the LGBTQ Community;
- **LGBTQ non-HIV/AIDS Health Organizations** — organizations dealing with other LGBTQ health issues such as women's health issues, trans-community health issues or drug/alcohol dependency;



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- **LGBTQ Underprivileged Constituency Groups** — LGBTQ organizations that work with historically underprivileged constituencies such as youth or transgender populations.

### III. Use of Grant Funds

Unrestricted grant funds may be used by grantees for any purpose that contributes to the organizations' operations and/or programming, serves their constituencies, or furthers their mission(s), **so long as the above conforms with Sapphire Fund's Mission.**

**NOTE: IRS regulations do not allow us to grant funds for the following purposes:**

- Lobbying
- Political activities

### IV. Eligibility

In order to be eligible to receive a Sapphire Fund grant, applicant organizations must:

- Serve one or more of the Sapphire Fund's core constituencies:
  - LGBTQ Community Building
  - LGBTQ Cultural/Social Groups
  - LGBTQ Education or General Advocacy (non-political/non-religious advocacy)
  - HIV/AIDS Issues/Populations
  - LGBTQ (non-HIV/AIDS) Health Issues/Populations
  - LGBTQ Underprivileged Constituency Groups
- Be a non-profit corporation with proof of 501(c)(3) tax-exempt status, or
  - Be in the process of obtaining 501(c)(3) status (and show documentation of such)
- Serve constituencies in Philadelphia and/or the surrounding region





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- Sapphire Fund may request a tour of your facility before making our final decision.

## **VII. Evaluation and Selection Criteria**

Grant applications are evaluated on the following criteria:

- Strong board involvement and competent leadership;
- The degree to which the organization's programs and services have a positive impact on the LGBTQ community and/or those affected by HIV/AIDS;
- The organization's ability to promote understanding and a positive self image among the diverse cultural and ethnic elements of the local LGBTQ community;
- Proven track record of relationships or proof of collaborations fostered with other organizations and constituencies in the community;
- How well the applying organization supports Sapphire Fund's Mission;
- For funds to be earmarked for a specific program, how effectively the program fits with Sapphire Funds mission and core values;
- How effective the recipient organization will be as a promotional partner for Sapphire Fund;
- The organization's demonstrated financial need;
- The impact our grant has on the organization.

We reserve the right to give priority to organizations that address both of our primary constituencies—serving the LGBTQ community and HIV/AIDS.

Organizations selected as beneficiaries will be expected to participate in and/or provide information for Sapphire Fund promotional and publicity efforts. This may include, but is not limited to, background information, photos, quotes, or internal promotional materials.

Beneficiaries are also required, as a condition of accepting the grant, to provide mid-cycle (January) and end-cycle (June) reports on the use of funds granted by Sapphire Fund. Failure to provide such reports will make the organization ineligible for future grants.

## **VIII. Important 2009-2010 Grant Application & Review Dates**

**Tues, Sept 1, 2009:... Grant Application Process Opens**

**Fri, Oct 30, 2009: ..... Last day to submit grant applications. Applications must be received by 5 pm.**

**Fri, Nov 20, 2009: ..... Public Announcement of Beneficiaries**



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**Jul, 2010: ..... Grants Awarded to Winning Beneficiaries**

**Jan, 2011:..... Beneficiaries provide mid-year report on use of funds**

**Jun, 2011:..... Beneficiaries provide end-year report on use of funds**

## **IX. Questions**

Please direct any questions about the grant process or the application to the Sapphire Fund President, Ryan Maxwell, at 267-514-2088 or email your questions to [info@sapphirefund.org](mailto:info@sapphirefund.org).