

Bamford Foundation Grant Process and Letter of Request guidelines (2021-2022)

Over the past 12 years, the Bamford Foundation has continued to make grants aligned with our four priority giving areas, primarily within greater Tacoma and Pierce County, in the spirit of our founders' mission to improve the quality of life of individuals and families and to strengthen their communities. The foundation supports 501©(3) nonprofit organizations, which include operational funds, capacity building funds, program funds, partnerships, and capital projects that are evidence-based; innovative; that promote equity, diversity, access and inclusion; and that invite individuals and families to use their voices and resources to strengthen their communities. We support efforts that represent collaboration with partners in the greater community for the most impact. The foundation's giving priorities reflect the board's value of the transformative role of lifelong education for individuals, families and communities:

1. **Basic Needs (access to food, physical and mental/behavioral health care, housing and shelter, clothing and other basic needs, financial stability):** we support organizations that promote self-sufficiency through enabling individuals to meet their basic needs.
2. **Early Learning and Parent support:** we promote the healthy development and learning of young children 0-8 through our support of organizations, programs and initiatives/partnerships which improve access to and quality of early learning experiences including child care, support parents and primary caregivers as their children's first teachers, and enhance professional development and support of those who work with and care for young children.
3. **Expanded Learning Opportunities:** we support access to expanded learning opportunities for all of our community members, but in particular for children and youth preschool- grade 12, which includes participation in education-related programs in arts, cultural understanding and civic engagement; in the areas of STEM (science, technology, engineering and math); social-emotional learning; environmental education; and learning support programs (supporting different pathways to learning).
4. **Access to Postsecondary Education and Job training opportunities:** we support programs, initiatives, and organizations that improve access for people to opportunities in postsecondary education, job training, apprenticeships and career pathways, including programs that support students to complete their degrees, and to identify and reach their educational, career and life goals.

Process:

Link to Online Portal: <https://www.grantinterface.com/Home/Logon?urlkey=bamford>

The Bamford Foundation has now adopted an online grants portal through which organizations may submit a letter of inquiry, and based on approval of the LOI they will be invited to complete a more detailed application on the grants portal. Organizations must create an account and password on the portal in order to be able to submit an LOI. Questions regarding the online process can be directed to Holly at holly@bamfordfoundation.org.

The online application asks for the following information:

- The applicant organization's history, mission and scope of operations (in brief format)
- A summary of the opportunity or issue to be addressed

- Indication of which Bamford Foundation priority area the request addresses
- Indication of communities and populations served (as foundation aims to support organizations with relationships with historically under-resourced and diverse communities and populations)
- A summary of the request for the program or project (if not for general operating support) including the total budget.
- A request for a specific amount of money.
- A plan for how other support will be raised.
- A statement of how grant money will be used.
- A statement regarding plans to implement and sustain the project.
- Examples of two community partnerships.
- Please provide your Federal Tax ID Number and/or a copy of 501©3 determination letter
- Include contact information and designate a lead contact person.
- Please limit your letter to no more than three pages.

If possible please include a copy or a web link to the most recent 990 for the organization (if you have) and a budget for the programs (or specific capital or capacity building project), unless the request is for general operations, as well as a list of the most current board of directors.

If an organization is new to the foundation and there is interest in inviting a funding request, the foundation director will arrange a meeting to further develop the request as well as a site visit if feasible. If a grant application is approved, a grant report (with an aim to be open-ended and reflecting the organization’s own process for evaluation) from the organization is required within one year’s time of grant award (completed on the online portal). Organizations may apply for continued funding following completion of the grant report. The Bamford Foundation also now considers requests for 2 years of general operating or program funding as well – if approved, then the second year of funding follows completion of the grant report.

Timelines: The Bamford foundation meets quarterly for grantmaking board meetings: February, May, August and October/November. LOI and application cycles will be open on the grants portal to align with this schedule. As we are currently completing a second Fall grant cycle, a process for the February 2022 (“Winter application”) grant review will open on December 15th and will close on February 15. The Spring LOI/application will open on February 16. Range of grant size between \$2,000 – \$50,000.

Contact information (note, we will finally be updating our website with link to the portal and other information early in 2022):

Holly Bamford Hunt (she/her/hers) Director

holly@bamfordfoundation.org

Bamford Foundation, P.O. Box 2274, Tacoma, WA 98401

www.bamfordfoundation.org