



ENCORE Grant Guidelines and Policies

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

The purpose of the ENCORE Program is to educate communities about the importance of higher education (college), and what preparing for it entails. Our grants support the development of an infrastructure for mobilization in support of college readiness.

The following college readiness program guidelines have been established for the consideration of sub-grantee funding in essence to:

- Develop programs to ensure students in the Rio Grande Valley graduate from high school ready for college, work and life success;
- Develop programs to provide parents with the knowledge, skills, and resources to adequately prepare their children to be ready for college;
- Develop programs to advocate, support, and work with school teachers and administrators in the implementation of state-defined college readiness policies and reforms at the district and regional level;
- Develop programs prioritizing the issue of post secondary education and college readiness among students, parents, and teachers;
- Develop programs to broadly raise public awareness regarding the importance of college readiness throughout the community;
- Develop programs designed to engage and promote active and vocal constituencies in support of schools to assure college readiness is applied to all students;
- Develop programs to change attitude of high school students about the importance of completing a rigorous curriculum according to a common academic expectation, or
- Develop other innovative college readiness programs for students, parents and 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 Foundation's standard form and directly with the Texas Valley Communities Foundation, not with the members of the ENCORE Advisory Board or TVCOF Board of Directors.
2. 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. Sub-grantees 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.
3. All ENCORE grant funds must be used exclusively for educational purposes. This provision will not be waived.
4. Approval of a 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 considered by TVCOF.
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 must be returned to the Foundation. Further, all funds not used for the specific project within 12 months following the funding of the project must be returned to the Foundation.
9. Grant recipients will be required to file a final Grant Closing Report on forms prepared by the Foundation and final 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 which has failed to file timely status reports for a previous grant.
10. All ENCORE grant applications will be considered during the ENCORE Advisory Board meeting on January 2009. To be considered, your grant application must be received by 5:00 P.M. on December 15, 2008.

ENCORE GRANT APPLICATION

Application Date: _____

Section I: General Information

Please fill in all that applies to your organization.

Organization: _____

Address: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Year Organization Founded _____

Please have the key responsible parties sign below. Signature indicates approval of all information presented in this application.

Executive Director _____

Board President _____

Individual(s) preparing this application:

Name	Title	Phone/Email
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Name	Title	Phone/Email
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Name	Title	Phone/Email
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Section II: Application Contents

Your application must include:

1. **Cover letter, on your stationery, signed by your director**
2. **Executive Summary**
3. **Narrative (no more than five pages) that includes:**
 - College readiness program description
 - Brief statement of your college readiness program
 - Goals and objectives
 - Target population
 - Program activities
 - Key staff (with attached professional biography)
 - Plan for measuring college readiness program results
4. **Project Budget** (expenses and income)
5. **Organizational Background** (mission & vision, major activities, and credentials for carrying out the program)
6. **Conclusion** (Brief statement of long-term program plan)
7. **Appendices** (Attachments)
 - Verification of tax-exempt status (IRS determination letter)
 - List of officers and Board of Directors
 - Staff list and Key Staff Professional Biographies

(continued from previous page)

- Organization Operating Budget
- Latest Financial Statement (audited, preferred)
- List of other current funding sources
- Current Annual Report (if available)
- Support letters or endorsements (limited to maximum of two)

Grant requests are limited to a maximum of \$15,000. This RFP is for one year projects.

Please submit your application containing all of the items specified above, including all requested attachments to:

Texas Valley Communities Foundation

2836 W. Trenton Rd.

Edinburg, TX 78539

We will contact you if we have questions or require additional information. We will acknowledge your application within two weeks of its receipt. If we are interested in funding your proposal, we will contact you within three months to discuss your application.