

THE LIBRA FOUNDATION

Revised January 2007

OUR MISSION

We believe that all people are born with equal and inalienable rights and fundamental freedoms and have a right to live in a healthy environment and in peaceful, just and equitable societies. Promoting these human rights is the highest purpose we can envision for the grantmaking of The Libra Foundation.

Recognizing the power of human rights to express our values and transform societies, the Foundation joins with other foundations that are working to secure human rights for all people and to develop its application here in the United States. We are committed to enhancing the human rights movement and broadening it to include U.S. social justice work in the areas of peace and justice, environmental sustainability and women's rights. We are interested in supporting innovative and effective work that emphasizes strategies that incorporate the interconnections between issues and lead to real social change.

AREAS OF INTEREST

The Foundation has a particular interest in concentrating its grantmaking in California and Illinois, although organizations working nationally may apply as well. Recognizing the value of learning from our global partners and participating in the international community, we fund U.S. based organizations and public foundations, collaborative funds and intermediaries working internationally.

The Libra Foundation **funds social and economic justice organizations** that integrate human rights into their work in and across the following priority areas:

- Peace and Justice
- Environmental Sustainability (with an emphasis on environmental justice)
- Women's Rights (with an emphasis on reproductive rights, economic justice and personal security)

STRATEGIES AND ORGANIZATIONAL VALUES

The Foundation seeks to support organizations and programs that incorporate (or seek to incorporate) human rights into their work and organizations that are providing training, research and technical assistance to support organizations in utilizing human rights in their activism.

We are interested in supporting organizations that are engaged in systems change incorporating one or more of the following strategies:

- Advocacy
- Coalition-building
- Litigation and other legal strategies
- Utilizing arts and media for social change
- Changes in public policy and practice
- Innovative approaches and solutions
- Organizing

The Foundation seeks to support organizations that are engaged in strategic analysis and action. We support organizations that are committed to the following:

- Accountability
 - Evaluation
 - Strategic planning
 - Understanding power relationships
 - Democratic conditions and practices
 - Global partnerships
 - Theory of social change
 - Using a gender lens
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TYPES OF GRANTS AND AWARD AMOUNTS

The Foundation awards grants ranging from \$15,000 - \$100,000, with organizations new to our docket falling in the lower range. While the Foundation views its grantees as long-term partners it does not provide multi-year funding at this time.

Effective Fall 2005, The Libra Foundation adopted a new "Year Off" grants policy. Organizations may not receive more than three years of consecutive funding from The Libra Foundation. Organizations are encouraged to take a "year off" prior to their third year of funding.

The Libra Foundation provides the following types of grants:

- General Operating
- Project or Program
- Capacity Building and Technical Assistance
- Action Research

The Libra Foundation **does not fund**:

- Fundraising events (including tickets to events)
- Campaigns to elect candidates for political office
- Grants to individuals and/or private foundations
- Organizations that are heavily supported by the government (except for specific advocacy or public policy projects of interest)
- Capital fund drives or campaigns
- Debt reduction
- International organizations not registered in the U.S.
- Programs to promote religious activities
- Government agencies

DISCRETIONARY FUND AND BOARD DIRECTED GRANTS

On a rolling and limited basis each year the Libra Foundation will make smaller discretionary grants (<\$10,000) for emergency and time sensitive requests from existing grantees. Each year Libra Board Members may elect to initiate a finite set of board directed grants.

SPONSORSHIP GRANTS

On a limited basis, the Foundation will sponsor events or conferences (excluding fundraising events) hosted by grantee partners or associations of which the foundation is a member. The Foundation will not directly engage in outreach or mailings on behalf of its grantee partners or other associations. Sponsorship grants generally fall in the range of \$500 - \$2,500.

Request Process for Sponsorships and Hosting Events

The Libra Foundation must receive the following information in writing at least one month prior to the proposed event:

- Written proposal describing the event and it's goals
 - Detailed budget
 - List of the members of the organizing committee for the event and their contact information
 - Information on how The Libra Foundation will be represented at the event. The Foundation must review and approve in advance all uses of its name, logo, and description in any and all promotional materials.
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GRANT CYCLES

The Foundation has two grant cycles per year and accepts invited proposals received by 5:00 pm central standard time on the specified due dates in the Fall and Spring. **Please submit four complete copies of your proposal and the required attachments. Late proposals will not be accepted.** Please be sure to include all information and items requested.

GRANT REVIEW AND REPORTING PROCESS

The Libra Foundation grant review process is as follows: during our Spring and Fall grant cycles, proposals will be reviewed in March/April and in September/October; phone interviews and site visits will be conducted with a smaller group of organizations in April and November and the Board will meet to make final grant determinations in May and again in December; organizations will be notified about the status of their proposal in May or before the end of the year.

Submission of a completed Common Grant Reporting Form will be required for reporting purposes.

APPLICATION PROCESS

Please note that the Foundation only accepts invited proposals. However, if your organization, project or program is aligned with our guidelines, we will accept brief letters of inquiry (LOI) on a rolling basis. LOI's should be no longer than three pages and should include a request narrative describing alignment with the Foundation's mission and priorities; a current organizational budget and a project budget if appropriate. LOI's are regularly reviewed to determine whether a full proposal will be requested.

The Foundation appreciates brevity and suggests that your proposal not exceed 10 pages.

1. **SUBMIT COMPLETED PROPOSAL COVER SHEET** (also available online at www.thelibrafoundation.org)
2. **SUBMIT PROPOSAL**

The Foundation accepts the Chicago Grant Application Form of the Donors Forum of Chicago (available at www.donorsforum.org) or the Common Grant Application of the National Network of Grantmakers (available at www.nng.org). However, **if you choose to use one of these application forms, you must also provide the additional information requested below in your proposal (see bullets that have ♦♦).**

A. Organizational Background – (2-3 Pages)

- Describe the history and major accomplishments of the organization and how it defines its work
 - ♦♦Describe and define your organization's **theory of social change**: What changes are you working towards and why? What are the necessary ingredients for this change to occur? What are your organizational values?
 - ♦♦Describe how your organization integrates human rights into its work
 - Describe current programs and activities
 - ♦♦Describe your constituency and/or the populations you work with (indicate demographics such as race, class, gender, ethnicity, age, sexual orientation, disabilities, etc.)
 - ♦♦Indicate the geographic area(s) served
 - ♦♦Describe how your organization works: What are the responsibilities of board, staff and volunteers?
 - ♦♦If you are working internationally, please describe your work with local groups and how, if applicable, other international organizations are involved
 - Indicate how your organization is involved in collaborative work
 - ♦♦If you are a **Libra grantee** please provide a brief summary of your accomplishments to date noting any updates and challenges you have faced in the previous year. If you are requesting support for the same project and there have been any substantive changes, please address them in your proposal.
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B. Request — (5 Pages)

- ♦♦ Indicate whether the request is for:
 - General Operating
 - Project or Program
 - Capacity Building or Technical Assistance
 - Action Research
- Describe project or program significance, goals, objectives, target audience, activities and staffing (if applicable)
- How do you define success and what criteria do you use?
- Describe measurable outcomes to be achieved and evaluation plans including time frames for achieving outcomes (if available, include findings of previously conducted evaluations)
- Indicate time frame in which project will be conducted (if applicable)
- Describe fundraising plans for current and future support
- If this request is for a specific project or program explain how it will be supported after the termination of the grant
- Provide information regarding the qualifications of the personnel/consultants responsible for organizational or programmatic leadership

C. Required Attachments

- Full organization budget for previous (budget to actuals), current and next fiscal year.
- Project budget for previous (budget to actuals), current and next fiscal year (if applicable)
- Current audited financial statement **OR** most recent Form 990
- List of funders, including amounts received for most recently completed and current fiscal years
- List of other funding sources for this request with amounts received, pending, committed, or to be approached
- All organizations (new applicants and current grantees) need to submit a copy of their IRS 501(c)(3) letter of tax-determination or their fiscal agents 501(c)(3).
- Letter of agreement from your fiscal agent and their 501(c)(3) **if applicable**
- List of Board of Directors, their affiliations and demographic information

Please do not bind the proposal. We are sorry but videotapes cannot be returned.

**ALL PROPOSALS ARE DUE BY 5PM CST ON THE DUE DATE FOR EACH CYCLE.
Incomplete and late proposals cannot be accepted.**

**PLEASE SEND FOUR COMPLETE, COLLATED COPIES
OF PROPOSAL AND ALL ATTACHMENTS TO:**

THE LIBRA FOUNDATION

The Libra Foundation

1700 W. Irving Park Road, Suite #203 • Chicago, IL 60613 • info@thelibrafoundation.org

**For more information about The Libra Foundation, including an electronic version of these guidelines,
please see our website at www.thelibrafoundation.org**
