Valentine Foundation
Valentine Fund for Visionary Leadership

2013 Request for Proposals: Leadership Development

THE PURPOSE
The Valentine Foundation, through its Valentine Fund for Visionary Leadership, is in the third year of a pilot program to expand our understanding of the leadership development needs of nonprofits in Southeastern Pennsylvania that improve the lives of women and/or girls. The Valentine Fund for Visionary Leadership will accept electronic applications for funding to support leadership development initiatives that will make current nonprofit women leaders more effective and develop the next generation of leaders working to improve the quality of life for women and girls in our region. The application deadline is **May 31, 2013**. A total grant pool of **$20,000 - $25,000** will be awarded to one to five successful applicant organizations. Funding will be granted in **November of 2013**. The purpose of this Fund is to develop leadership capacity as defined by the characteristics detailed in this request for proposals.

THE FUND FOR VISIONARY LEADERSHIP
The Valentine Fund for Visionary Leadership (VFVL) is a separate endowment managed by the Valentine Foundation. Created in 2005, this endowment provides a dedicated source of funding for leadership training specifically for women executives in the non-profit sector. The purpose of the VFVL is to strengthen the organizations that improve the lives of women and girls in the Greater Philadelphia region by:
- making current women leaders more effective,
- developing the next generation of women leaders, and
- fostering a community of women leaders.
Grants will only be made to qualifying organizations and will not be made to individuals.

**Note:** Applications to the Valentine Fund for Visionary Leadership are separate from applications to the Valentine Foundation. The guidelines and criteria for approval are distinct and decisions affecting one request will not necessarily apply to any other. Organizations are eligible to apply to both Valentine Foundation and the Fund for Visionary Leadership in the same grant year.

GUIDELINES
Eligibility
Non profit organizations with paid staff operating in Southeastern Pennsylvania whose primary focus and mission-driven activities serve to benefit women and/or girls either through direct service, advocacy, public policy or capacity building are eligible to apply for funding from the Valentine Fund for Visionary Leadership.

Consistent with Valentine Foundation’s commitment to support organizations whose primary focus is improving the lives of women and girls, applicant organizations must serve at least 85% female (including transgender) population or have a program that serves 100% women and/or girls. If the organization is eligible because it has a program specifically for women and/or girls,
then any individual leader/s who benefit from this grant funding must have an active role within or responsibility for said program.

The VFVL seeks to support both current and emerging women leaders and will accept nominations for an individual or a group from the eligible organization’s management team. Board members may be included in groups only if they also include staff members.

**Leadership Characteristics**
The Valentine Fund for Visionary Leadership understands the characteristics of leadership apart from management and executive authority to include:

- Demonstration of innovation (takes initiative, is not risk averse).
- Credibility (knowledge of issues from the standpoint of content and policy. Demonstrated capacity for strategic synthesis of knowledge and practice).
- Demonstration of the capacity to influence others with or without the formal authority or title.
- Demonstration of the capacity to respect followers, promote their voices, and protect their interests.
- Exhibition of generosity: Share knowledge, share power, share resources in the interest of an aim.
- Demonstration of life decisions and actions that are consistent with a set of core values/core ethics.
- Demonstration of effectiveness. Achievements, even if modest, that reflect intelligence, creativity, vision, advocacy, and a healthy balance of outrage and optimism.

**Examples of Leadership Development Initiatives**
The following examples of strategies, programs and approaches are provided as a source of ideas but are not intended to limit thinking about the best way to achieve the unique leadership development objectives of each proposed leader or emerging leader and each specific organization.

1. Conferences and or workshops that are part of a larger leadership development strategy
2. Training and or coaching either brought in house or provided externally
3. Courses or certificates offered by local colleges and universities that are directly related to building leadership capacity/characteristics, not merely content or field knowledge
4. Succession planning

The organizations and initiatives that were funded in 2011 and 2012 are described on the Valentine Foundation website at:

[http://www.valentinefoundation.org/grantees](http://www.valentinefoundation.org/grantees)
APPLICATION FORMAT AND CHECKLIST
Applicants to the Valentine Fund for Visionary Leadership must electronically submit a proposal of no more than 5 pages (excluding requested attachments) by May 31, 2013 that includes the following:

General Organizational Information
1. The non profit organization’s name
2. Federal tax identification number
3. Name, telephone number, mailing and e-mail address of contact person
4. The year organization was founded
5. The current overall budget of your organization
6. Amount requested from Valentine Foundation  Is this full _____________ or partial funding_____________ (list other funding sources)
7. Summary of organization’s mission and history
8. Gender of population(s) served by your organization (estimate as best you can): Female _____% Male _____% Transgender _____%
9. Geographic area served by the organization: Please list the county or counties you serve.
10. Board list

Specific Program Information (if applicable)
If your organization is eligible for funding because it has a program/s specifically for women and/or girls, please include program description/s and the number of women and/or girls served.

Leadership Development Initiative Description
Please include the following in your description of the proposed initiative:

- Who (by name and title/function) is being nominated for this leadership development grant (individual or team)? Please include a brief summary of each person’s job description and responsibilities.
- What are the professional development/leadership goals for the individuals described above?
- Please describe the strategy/approach you will implement, and for which you are seeking funding, to reach your leadership development objectives (e.g., plan to bring in a consultant to do coaching/training, plan to send an individual or team to a series of trainings, or nominate an individual to attend a specific program).
- If the proposed strategy involves sending an individual/s to a leadership program that is not specifically listed in this RFP in the section “Examples of Leadership Development Initiatives”, please provide detailed information on the program or course content, duration, costs and application process.
- Describe the anticipated impact on the organization
- Please explain how and to what degree this project aligns with the Valentine Fund for Visionary Leadership's objective of funding leadership development; i.e., describe how your proposed strategy will build leadership capacity as defined in this RFP and why/how you chose this particular strategy vs. other possible approaches.
Proposed Budget

- Proposed budget for this project (please include a list of other funders if the request is for partial funding, and indicate whether funding is pending, committed or to be submitted).

Attachments Requested

1. Copy of 501 (C) 3 letter
2. Resumes of each individual who will benefit directly from this grant, if awarded.
3. Personal statement of no more than one page from each individual who will benefit directly from this grant that addresses what (specifically) she hopes to achieve through this opportunity, how this opportunity will prepare her for the challenges that lie ahead and how she anticipates the personal benefits from this opportunity will be applied to furthering the Valentine Fund for Visionary Leadership's mission of building leadership that will help to improve the lives of women and girls.
4. Signed statement of endorsement by board member if the leader requesting support is the executive director, or by the executive director if the proposed leader/s are from the management team.

SUBMISSION INSTRUCTIONS

Applications and all required attachments must be sent electronically to:

Alexandra Frazier, Executive Director
Valentine Foundation
leadership@valentinefoundation.org

Please put “Leadership Funding Application from (your org name here)” in the subject line of your email transmission. Attachments should also include clear organization identification. All required material must be submitted by May 31, 2013.

If possible, please combine your application text documents into one PDF file before submitting via email.

TELECONFERENCE INFORMATION SESSIONS

We are offering two teleconference sessions for prospective grantees. The sessions are designed to assist applicants in preparing and submitting a proposal. Prospective grantees are encouraged to participate in one of two sessions:

Wednesday April 17 10:00am – 11:00am and Wednesday, May 1 noon – 1:00pm
Conference call access number: 1-866-244-8528; passcode: 750977
FREQUENTLY ASKED QUESTIONS

Who is eligible to apply?
Non profit organizations with paid staff operating in Southeastern Pennsylvania whose primary focus and mission-driven activities serve to benefit women and/or girls either through direct service, advocacy, public policy or capacity building are eligible to apply for funding from the Valentine Fund for Visionary Leadership.

Consistent with Valentine Foundation’s commitment to support organizations whose primary focus is improving the lives of women and girls, applicant organizations must serve at least 85% female (including transgender) population or have a program that serves 100% women and/or girls.

Please note that if the organization is eligible to apply because it has a program specifically for women and/or girls, then any individual leader/s who benefit from this grant funding must have an active role within or responsibility for said program.

Could my organization receive funding if we only provide direct service to women and/or girls and do not have a social change component?
Yes

Could my organization receive a grant from both the Valentine Foundation and the Valentine Fund for Visionary Leadership?
Yes

Is funding available to support leadership development for board members?
Board representatives may be included in the grant as long as they are part of a team that includes at least one paid staff member.

Who should be completing the grant application?
While the purpose of the fund is to support leadership development for individuals or a team, the application should be on behalf of the organization and must be explicitly endorsed via signature by the Executive Director or Board, if proposed leader is the Executive Director.

May individuals apply?
Organizations are eligible to apply on behalf of individuals or groups of management team level staff members. One or more individuals may be included in the application. Grants will only be made to eligible organizations.

No Valentine Foundation funds are awarded directly to individuals.
Is it acceptable to propose sending an individual to a leadership program or course that is not one of the three programs listed in the Guidelines?
Yes, but please provide detailed information about any program, including content, duration, costs and application process.

Proposed programs, courses and/or coaching must have content and goals consistent with the definition of leadership in this RFP. Courses or programs must be directly related to building leadership capacity/characteristics, not merely the acquisition of field-specific content or knowledge.

Where can I find information about the grants awarded last year?
The organizations and projects funded last year are listed on the Valentine Foundation website under the heading “2012 Leadership Grants.”

http://www.valentinefoundation.org/grantees/

Will the Fund for Visionary Leadership provide tuition support for a graduate degree program?
The Fund for Visionary Leadership is not intended to support tuition associated with academic degree programs.

Will funding be provided for men working in non-profits that serve women and girls?
No, the Fund For Visionary Leadership was created to provide leadership development opportunities specifically for women executives in the non-profit sector.