



access strategies fund

Amplifying Voices.

HOW TO APPLY

Request for Proposal

Access Strategies Fund welcomes applications for funding from eligible organizations. We ask that you read our **funding guidelines** carefully before submitting an application. Applications are due April 16, 2008.

We will be holding open house sessions in Boston and Worcester for organizations interested in learning more about Access Strategies Fund. We will share our values, funding priorities, and instructions for applying to the foundation. We will answer your questions, and talk about the work you are doing, the voter and civic engagement field, and opportunities for collaboration. Please mark your calendar:

Open House Opportunities

Worcester

Tuesday, March 25, 2008, 10am-12pm
Worcester Public Library, Main Library, Banx Room
3 Salem Square, Worcester, MA 01608
For directions, visit www.worcpublib.org/about/hoursanddirections.html
Phone: 508-799-1655

Boston

Wednesday, March 26, 2008, 2-4pm
Associated Grantmakers
55 Court Street, Suite 520, Boston, MA
For directions, visit www.agmconnect.org/About/directions.aspx
Phone: 617-426-2606

To Apply

Please submit three copies of a cover letter, proposal form cover sheet and full proposal narrative using the Associated Grant Makers (AGM) Common Proposal Form found online at <http://agmconnect.org/cpf>. We ask that you modify the AGM proposal narrative to include the following:

Modifications:

1. Proposal Narrative: Ten pages maximum. Minimum font size 12 with 1" margins.
2. Please number your responses. Add and answer the following questions in addition to the ten questions listed in the AGM proposal narrative:

Question #11: How does your organization and/or project meet the eligibility criteria for Access Strategies Fund? [Click here for a list of the criteria.](#)

Question #12: How does this effort promote active citizenship and political empowerment?

Question #13: How does this effort incorporate those directly affected by your work into your strategy?

Questions #14: How successful have you been at mobilizing your community and around which issues?

Question #15: What is your project's/organization's relationship to elected officials in your community?

Question #16: How are you working with other organizations that provide electoral and voter mobilization support?

Question #17: How does your organization and/or project promote innovation, learning, and creative models of organizing?

Questions #18: How does your organization and/or project attempt to address the political and structural inequalities in our electoral system, particularly around issues of power, race, gender and class?

Question #19: Do you have a 501(c) 4 organization? Yes/No

Attachments:

Please include the following attachments with your proposal.

1. IRS 501(c) 3 letter, or a letter from your fiscal sponsor if you are not a 501(c) 3 organization
2. Organizational and project budget for year for which funding is requested
3. Financial reports for the last fiscal year showing expenditures and sources of revenue
4. Agency diversity form. [Click here to download](#)
5. A staff and board list with positions and length of service listed
6. The résumés or bios of your executive director and project leader

Proposal Format

We need your assistance to make your proposals easier for copying and reading.

The proposal format should have a minimum 12-font size, 1" margins, be limited to 10 pages of text, and have all the attachments at the back. Please do not staple anything or fold pages. Please have your organizational name on every page, number the pages and keep pages single-sided. Also, use only letter size paper.

Submission Requirements

Please submit **three copies** of your proposal **by mail** no later than 5pm on Wednesday, April 16, 2008. **Please note that proposals must be POSTMARKED by the deadline.** Emails and faxes will not be accepted. We cannot guarantee receipt of overnight and courier delivered proposals. We would prefer to receive proposals by regular mail. Send proposals to:

Kelly Bates
Executive Director
Access Strategies Fund
678 Massachusetts Avenue,
Suite 903
Cambridge, MA 02139

Key Deadlines

Worcester Open House	March 25, 2008, 10am-12p Worcester Public Library, Main Library Worcester, MA
Boston Open House	March 26, 2008, 2-4pm Associated Grant Makers 55 Court Street, Suite 520 Boston, MA
Proposals Due	April 16, 2008
Site Visits	May 2008
Grant Decisions	June 16, 2008

Decision-Making Process

Our staff initially reviews the proposals to make sure that the proposals are complete, and to review applications to determine if the proposal fits with the guidelines and criteria. If the applications are complete and meet the guidelines and criteria, the staff forwards the proposals to the Grantmaking Committee for review. The Grantmaking Committee is an advisory committee composed of individuals with political, community organizing and organizational development experience. The Grantmaking Committee and the staff will meet in May to develop funding recommendations.

At their discretion, staff will make phone calls or site visits to organizations to answer the questions and concerns raised by the Grantmaking Committee. Not all applicants will be guaranteed a site visit. A site visit does not indicate whether an applicant will be successful at receiving a grant. Staff will notify you by June 16, 2008 about whether the foundation will be providing funds to your organization.

Other Helpful Information

Please [click here](#) for a checklist to make sure you have put together your proposal in full

Please [click here](#) for tips on writing grants

Questions

If you have questions regarding our guidelines or the grantmaking process, please contact us at info@accessstrategies.org. We strive to be as open and transparent as possible. We cannot meet everyone we would like to, but we will try to answer as many questions as possible at our open house, by email, or phone.