



REQUEST FOR PROPOSALS
DEADLINE: FRIDAY, DECEMBER 12, 2024 BY 6:00PM

The Teton Springs Foundation mission is to improve the quality of life in Teton County, Idaho, by providing grants to non-profit organizations serving our community.

Applicant Eligibility:

- Applicants for funding must be a 501(c)(3) or a 170 (b)(1)(a)(i.V.I.) with a determination from the IRS doing work in Teton Valley, Idaho. These include non-profit organizations, schools, hospitals, and local government entities.
- The Teton Springs Foundation (TSF) will not participate in any political campaign on behalf of any issues or candidates.
- Organizations that have received past funding must have all final reports on file by 12/31 to be eligible for funding during this cycle.
- Applications must have support of the requesting organization's Board of Directors.
- All funding decisions by the Foundation Board are to be considered final.

What TSF *will fund*:

- Projects that have measurable results and a broad, positive, public impact.
- Direct costs associated with the proposed project (for example, purchase of materials, equipment and supplies; services/contracted labor to aid in implementation of project or program goals).
- TSF values collaboration amongst organizations. If partnering with another local group, please choose one lead applicant and clearly explain partnership parameters within the application text.
- TSF prefers not to be the sole funder of a project and appreciates partnership and demonstration of matching funds.

What TSF *will not fund*:

- Programs or projects already completed.
- Ongoing operational expenses (for example, salaries or indirect expenses will not be funded; however, personnel time directly related to the project can be counted as in-kind matching contributions).
- Current (and past) grantees who have not reported on their previous grant(s).
- More than one application per organization

Application Instructions:

Grants requests can be for any amount *up to* \$20,000 for a one to two-year project.

TSF will prioritize high-impact projects that address a community-wide need or emerging opportunity.

Please choose a request amount that is logical for the scale of the project. We are looking for well thought through plans. We expect to make grants at many different levels; we will not be able to fund all requests at the highest amount.

Presentations to the Teton Springs Foundation Board of Trustees may be required of finalists and will be scheduled in January of 2025.

Application Process:

- Submit the 4-page application in a single document (PDF or Word Document) to grants@tetonspringsfoundation.org.
- Include the name of your organization and project title in the file name of the application and the email title (Example: [Name of Nonprofit_Project title] could be Knitting Club_PuppyScarves).
- Application deadline: **December 12, 2025 by 6PM**. *Late or incomplete applications not accepted*. All submissions will be confirmed by email response; let us know if you do not get a receipt.
- We are happy to answer your questions about this application, organization eligibility or project suitability. Please contact grants@tetonspringsfoundation.org

Application Format: Applications (4 pages maximum) should include a cover sheet, project description, and project budget:

Cover Sheet (1 page maximum). Include:

1. Organization Name, Mailing and Physical Address, Telephone Number, Email
2. Executive Director and Grant Contact (if different)
3. Amount of the Grant Request: \$ _____
4. Total Amount of Project Budget (including matching sources): \$ _____
5. Short statement of core organizational mission and current programs or initiatives

Project Description (2 pages maximum). Include:

- a. **Community need statement.** What problem does the project address? Why is it needed? Who will benefit? Why is this timely now?
- b. **Goals and objectives.** What will you do? How will you do it?
- c. **Project Timeline.** What are the major project milestones to achieve success?
- d. **Impact and Results.** What positive changes will result from your efforts?
- e. **Project Partners.** What will be the role(s) of the partner organizations and/or how will they contribute to the project?

Project Budget (1 page maximum). Include a line-item income and expense budget for the proposed project. Provide enough detail for us to understand how you will use the funds and the basis for your estimates. The amount of project income and expenses should be equal.