



## Donald W. Reynolds Community Non-Profit Center Resident Grant Information Packet

Thank you for your interest in applying for a DWR Center Resident Grant. We encourage you to read through this grant information packet carefully before submitting your Letter of Interest, which is the first step in the application process for a DWR Center Resident Grant award.

The Parasol Tahoe Community Foundation (Parasol) is a non-profit, public charity focused on cultivating community philanthropy to enhance and preserve the quality of life at Tahoe. Founded in 1996, Parasol's highest priority is to benefit Lake Tahoe residents and communities, strengthening the place they call home both today and for future generations. We support charitable giving, non-profit organizations and community well-being.

- Parasol makes charitable giving simple and effective for *donors*. We partner with donors to meet their philanthropic goals.
- Parasol supports local *non-profits* in their efforts to provide strong programs that meet community needs. We promote and encourage non-profit collaboration as a method for utilizing charitable gifts in the most effective and efficient manner possible.
- Parasol provides local leadership by promoting a vision of *community* that is healthy, inclusive and sustainable. We encourage lively discussion on current community issues and future community goals, giving all stakeholders a voice.

Active collaboration is a requirement of the DWR Center Resident Grant. All organizations are required to demonstrate their ongoing commitment to collaboration. We encourage organizations to submit collaboration program stories, including outcomes, to the Parasol Tahoe Community Foundation so that we may share your success stories with our donors and the communities in the Tahoe region.

The Donald W. Reynolds Community Non-Profit Center (DWR Center) was built through a generous grant from the Donald W. Reynolds Foundation. The DWR Center is operated by the Parasol Tahoe Community Foundation and is located on land leased from the Incline Village General Improvement District.

The purpose of the Donald W. Reynolds Community Non-Profit Center (DWR Center) is to provide an economical and collaborative environment for non-profit organizations. Since 2002, Parasol has operated the DWR Center as an innovative grant program providing non-profit organizations with furnished office space, secure storage space and access to professional meeting rooms and event space. Operational support through the DWR Center grant programs has allowed local organizations to focus their fundraising efforts on supporting people and programs, increasing the quality and quantity of services available in our community.

DWR Center Resident Grant recipients are 501(c)3 organizations that provide quality programs, serve the Incline Village, Crystal Bay, and Kings Beach community, maintain strong governance practices, demonstrate sustainability, and actively participate in the collaboration process.

## **Grant Information**

The DWR Center Resident Grant presents an excellent opportunity for an organization to leverage generous operational support provided in the professional and secure DWR Center, allowing staff to focus their efforts on offering quality programs and services and sharing their passion with the community. The DWR Center Resident Grant covers the following:

- Furnished office space; Parasol covers 70% of market rate value for the space that is occupied.
- Full cost of water, sewer, gas, garbage, and electric utilities associated with occupied office space and DWR Center facilities
- Full cost of on-site parking facilities for staff, clients or visitors at the DWR Center, including snow removal
- Capital and basic wear & tear maintenance costs for Parasol supplied office furnishings
- Capital and maintenance costs of internet access (fiber)
- Listing on Parasol's website, potential marketing opportunities via other mediums, and increased community visibility
- Use of the staff lounge in the DWR Center
- U.S. Mail Box in the DWR Center
- Use of, or access to, such other amenities or services as specified in a signed grant agreement between the Parasol Tahoe Community Foundation and the resident organization

The DWR Center Resident Grant does **NOT** cover the following:

- Annual DWR Center Resident Grant Match; currently equal to 30% of market rate value for occupied, furnished office space
- Cleaning and kitchen deposits as required in the grant agreement
- General liability, worker's compensation, and any other insurance as mandated in the grant agreement
- Any costs associated with submitting the DWR Center Resident Grant application
- Any costs associated with moving into or out of the DWR Center

## **Applicant Criteria**

Organizations applying for a DWR Center Resident Grant must meet the following criteria:

- Be recognized by the IRS as a tax exempt, 501(c)3 organization that has held its tax-exempt status for two years or more
- Be incorporated in, and in good standing with, the state of Nevada (or if incorporated in another state registered as a foreign entity, and in good standing, with the state of Nevada)
- Provide quality services and programs to the Incline Village, Crystal Bay, and Kings Beach community
- Actively participate in collaborative programs and services
- Have at least one paid staff member that will utilize the DWR Center Resident Office Space
- Demonstrate good governance practices and organizational sustainability
- Demonstrated capacity to meet the DWR Center Resident Grant Match requirement

### **Letter of Interest**

If an organization meets the above applicant criteria, the interested organization may submit a formal request to the Parasol Tahoe Community Foundation. The Letter of Interest should be on your organization's letterhead, should not exceed three pages, and must contain the following information:

- Organization's mission with a brief description of its history, leadership, and programs and/or services. Please include date the organization received IRS tax-exempt status
- Organizational impact in the Incline Village, Crystal Bay, and Kings Beach community, including relevant statistics on the community need and population served
- Financial stability of your organization
- Information on your organization's participation in collaborative activities
- How occupancy in the DWR Center will improve your organization's service level and significantly increase positive impact in the Incline Village, Crystal Bay, and Kings Beach community
- Please describe your DWR Center office space requirements in terms of space and staff size. Please describe who will staff your office and how many hours per week the office will be staffed.

Send your Letter of Interest, along with a copy of your organization's **IRS Tax Determination Letter** and **Budget to Actual** for last completed fiscal year to:

**Parasol Tahoe Community Foundation**

**Attn: Grants**

**948 Incline Way**

**Incline Village, NV 89451**

**or**

**[grants@parasol.org](mailto:grants@parasol.org)**

### **Letter of Interest Review**

Parasol's Community Impact Committee will review your Letter of Interest at their next regularly scheduled meeting. Of particular interest is the statement/statistics of significant positive impact of the applicant organization on the Incline Village, Crystal Bay, and Kings Beach community, their ability to collaborate effectively, and the organization's sustainability. The Parasol Tahoe Community Foundation has sole discretion to determine whether an organization shall proceed with the application process.

### **Interim Approval**

Upon completion of the above review, a decision will be made by Parasol's Community Impact Committee whether to proceed with the application process. Based on a positive outcome of this step, the organization will receive a DWR Center Resident Grant Application for completion and submission to the Parasol Tahoe Community Foundation. No matter the outcome of this step, we will strive to respond to your Letter of Interest within 90 days of receipt.

If you have any questions regarding DWR Center Resident Grant awards or the application process, please contact us via email at: **[grants@parasol.org](mailto:grants@parasol.org)**