



## Request for Proposals (RFP) to Elaine Jones Safety Net Fund

Napa Valley Community Foundation (NVCF) invites qualified 501(c)3 organizations to apply for funding from the Elaine Jones Safety Net Fund (“the Fund”). The application process opens on May 5, 2025, and proposals must be submitted on or before June 20, 2025.

The Fund is managed by NVCF and is a partnership between NVCF and Napa Valley Vintners. It offers the following funding opportunities:

- **General Operating Support Grants:** Up to \$100,000 for one year, based on organizational budget and demonstrated funding gaps.
- **Capacity Building Grants:** One-time grants of up to \$50,000 to strengthen internal systems and sustainability.
- **Bridge Loans:** 0% interest loans of up to \$100,000 to address temporary cash flow issues caused by delayed (but not reduced) government funding. These are one-year, no-interest loans.

Eligible organizations may apply for both a general operating support grant or bridge loan and a capacity building grant—or just a capacity building grant. The grant period is from July 1, 2025 to June 30, 2026.

### About the Fund

The Fund was established to support social service nonprofit organizations that respond to the essential needs of working families and vulnerable communities in Napa County and provide programs that positively impact the social determinants of health. The catalyst for the Fund was the concurrence of local, state, and federal funding reductions or shifts, inflationary increases in costs, and rising client need. The grants are intended to ensure that essential community services continue during times of decreased funding. Grants or bridge loans will be for general operating support and may be coupled with optional capacity building/technical assistance grants designed to strengthen applicant organizations, with a maximum funding amount for all areas totaling \$150,000.

### Definition of “Safety Net” Sector

Includes nonprofits that provide direct services meeting the essential physiological, safety and security needs of Napa County individuals or families. Essential needs are defined as resources that promote health, wellness, safety and belonging. Organizations working deeply or primarily in the areas below are eligible for one-year general operating support grants as well as one-time capacity building grants:

- Childcare assistance
- Economic stability
- Disability assistance
- Food security
- Health care access
- Legal support
- Mental health support
- Rental and housing assistance
- Support for survivors of abuse.

### Definition of “Capacity Building”

Refers to technical assistance (typically provided by an outside consultant) or systems/software investments, both of which can help an organization strengthen its operations and programs. Our grantees have indicated a clear and current need for capacity building in six key areas: strategy; fundraising; Board governance; financial management; Information Technology (IT) systems; and HR systems. Note that if there are multiple applications awarded for the same type of capacity building, NVCF reserves the right to address those via a cohort model and/or shared consultants.

Examples of projects that are eligible for a one-time capacity building grant include:

- Hiring a consultant to:
  - Develop a Strategic Plan, which might include
    - Weighing the pros/cons of adding or eliminating programs
    - Weighing the pros/cons of partnerships, collaborations or consolidations with one or more nonprofits serving a similar population
  - Create a fundraising plan which might include a related communications plan
  - Improve Board governance and/or Board engagement
  - Train staff in financial management, accounting, compliance or legal issues
  - Improve HR, data, or IT systems
  - Identify, recruit and onboard key C-suite positions (ED, CFO, etc.)
- Investing in systems or software to:
  - Better manage organizational finances
  - Improve constituent relationship management
  - Enable revenue diversification and/or growth (e.g., billing a government payor)
- Hiring outside legal counsel to provide guidance that protects the organization from regulatory threats.

### Who is Eligible for General Support and Capacity Building grants?

Applications must meet three criteria to be considered: sector fit; budget size and funding loss and/or increased demand.

- Sector Fit. Applicants must be able to demonstrate that their work in the safety net sector, as defined above, is a significant part of their business in Napa County. Further, they must have a five-year track record of working in Napa County’s safety net sector, a history of collaborating well with other local nonprofits, and previous experience with adjusting programs to meet increased demand and/or reduced funding.
- Budget Size. Organizations with an annual operating budget for Napa County of between \$500,000 and \$10,000,000 are eligible to apply. Nonprofits that offer programs outside of Napa County must demonstrate that their Napa County operating budgets fall within the above range.

- **Funding Loss and/or Increased Demand.** Organizations must demonstrate one or both of the following for the fiscal year ending 6/30/25 and/or the fiscal year ending 6/30/26:
  - A decrease in annual revenues over the previous fiscal year from any or all of these sources: government grants, government contracts, grants from foundation funders.
  - An increase in client demand over the previous fiscal year, which can be supported by metrics such as total clients served and/or client service hours delivered. Please include evidence of increased costs related to increased demand if applicable.

Preference will be given to organizations that can demonstrate both decreased funding and increased demand. Organizations operating on a calendar year basis, or with fiscal years that do not end on June 30, are welcome to apply, and would do so with reference to their calendar or fiscal years ending in 2025 and/or 2026.

**The Foundation will not consider requests from:**

- Individuals
- Organizations that are not 501(c) public charities
- Public or Private K-12 Schools and Preschools
- Nonprofits whose work in the human safety net sector does not comprise at least 50% of their programs
- Research, fundraising or regranting organizations
- Capital campaigns and endowments
- Government or faith-based organizations

## HOW TO APPLY

To be considered for funding, your organization must submit a grant proposal narrative using the enclosed “Application Guidelines” and all supporting documents via email to [GrantsTeam@napavalleycf.org](mailto:GrantsTeam@napavalleycf.org) by **June 20, 2025**. Guidelines are available on our [website here](#).

We encourage communication and are happy to answer any questions or discuss proposals prior to submission. If you need anything, please contact Julia DeNatale, Vice President of Community Impact at [julia@napavalleycf.org](mailto:julia@napavalleycf.org) or 707-254-9565 x 16.

An **optional information session** will be held via Zoom on Thursday, May 15 at 1:00 p.m. Please email [julia@napavalleycf.org](mailto:julia@napavalleycf.org) to request a link before Friday, May 9.

## Decisions

Following receipt of your proposal, the Foundation may request additional information in writing and/or a site visit or phone interview with representatives of your organization. We may also contact your partner agencies to learn more about collaborations. The Foundation will notify organizations of its funding decisions no later than August 15, 2025.



### Grant Reporting Requirements

Grantees will be required to provide a written report by April 30, 2026, that tells us how the funds were spent, as well as the progress and results of their program. Grant report guidelines are available on our website. Grant reports are due prior to the end of the grant period to help inform NVCF of needs for the following year's grantmaking and assist with NVCF fundraising efforts.

### About Napa Valley Community Foundation

Napa Valley Community Foundation works side-by-side with local donors and nonprofits to tackle the most important challenges the Valley faces. Now celebrating 30 years of service to the community, the Foundation has distributed more than \$106 million in grants to improve the quality of life for residents of the region and currently serves as the philanthropic partner to thousands of individuals, families, nonprofit agencies and corporations in Napa Valley and beyond. To learn more, visit [napavalleycf.org](http://napavalleycf.org).

### About Napa Valley Vintners (NVV)

The Napa Valley Vintners nonprofit trade association has been cultivating excellence since 1944 by inspiring its nearly 550 member wineries to consistently produce wines of the highest quality, provide environmental leadership and care for the extraordinary place they call home. NVV has invested more than \$230 million in community healthcare, youth development and the environment in Napa County, and is a champion of inclusivity in its community and industry. Learn more at [napavintners.com](http://napavintners.com).

### About Elaine Jones

Elaine Maria Jones (1953-2024) was a champion for local nonprofits who devoted countless volunteer hours to improving the quality of life for all residents of the Valley. Among other roles, she was a Board member of the UpValley Family Centers and the St. Helena Hospital Foundation and served on committees for Napa Valley Community Foundation and Collective Napa Valley. Even as she bravely battled the recurrence of cancer, she fully participated in guiding the work of the organizations with which she was associated. With a unique combination of creativity, humor, and fundraising skills, she poured her passion for helping others into every endeavor and leaves behind a legacy of community service that may go unmatched for years to come. Elaine's Fund is a partnership between Napa Valley Community Foundation, Napa Valley Vintners and dozens of individual givers - all of whom greatly admired Elaine and miss her peerless presence in the Valley.