



## GRANT APPLICATION GUIDELINES

### OVERVIEW

Impact Austin is a community of women that seeks to transform lives in Central Texas through high-impact and life-long giving. Impact Austin combines donations from members and gives multiple high impact grants each year to local, worthy causes selected by our members.

In 2021, Impact Austin will award grants in the following categories:

Focus Area	Description	Award Date
Community	To enhance economic, social, environmental or cultural initiatives	June 2021
Education	To enhance education and learning	
Equity	To advance equity for women and/or girls of color	November 2021
Health & Well-Being	To strengthen and enhance the lives of children and families, or positively impact the mental or physical health and wellness of people	

Proposals for the Community and Education grants will be solicited and evaluated from January through May, and grants will be awarded in June by a vote of Impact Austin members. Proposals for the Equity and Health & Well-Being grants will be solicited and evaluated from July through October, with grants awarded in November.

Grant amounts will be determined based on membership levels and announced at the start of each grant cycle. In each focus area, 80% of the grant amount will be awarded to the finalist who receives the most member votes, to fund the proposed initiative over a one- or two-year period; 20% of the grant amount will be awarded to the other finalist as an unrestricted grant. All budgets include a line item equal to 20% of the grant amount designated as unrestricted funding.

In April 2021, Impact Austin will award a grant to improve the lives of youth in the community through Girls Giving Grants, a collective giving program for young women. Visit <https://www.impactaustin.org/girls-giving-grants> for more information.

## ELIGIBILITY

The organization submitting the application must be a public charity (not private foundation) with tax-exempt status under Section 501(c)(3) of the Internal Revenue Service Code<sup>1</sup>.

### A proposal must:

- Provide services in Bastrop, Hays, Travis and/or Williamson counties, Texas
- Plan to expend the grant funds within 24 months
- Use the entire grant amount (no partial grants)
- Identify the focus area for the application (Community, Education, Equity, Health & Well-Being). Impact Austin does not provide guidance as to which focus area is appropriate.

### A proposal can:

- **Support initiatives:** existing initiatives, expansion of initiatives, or new initiatives that target a specific population, last for a specific duration, and aim to achieve specific, measurable goals; **and/or**
- **Support capacity:** strengthen or grow a nonprofit organization to improve its future performance, impact and sustainability in support of its mission and vision, producing measurable results for the organization by the end of the grant period.

Applicants may apply as a collaborative, defined as two or more entities working together for a collective outcome on a new or existing initiative, or a formal coalition of organizations with established membership. Entities applying as a collaborative must identify one lead organization to submit the application, and that organization must meet the eligibility guidelines. If awarded a grant, the submitting organization will receive the funds and be responsible for distributing the proceeds to the collaborative.

Impact Austin has the right to reassess the eligibility guidelines at any time without prior notice.

<sup>1</sup>Impact Austin will accept applications from organizations that do not have a 501(c)(3) designation if they operate under the umbrella of an established 501(c)(3); the grant will be awarded to the 501(c)(3) organization. The grant review committee will assess the financial and operational controls between the two organizations before recommending the applicant for further review.

Impact Austin Community Partners (grantees) are eligible to apply as follows:

Community Partner Eligibility (Date of Award)	Spring 2021	Fall 2021
Program or Catalyst (July 2019)	No	Yes
Program or Catalyst (July 2020) <sup>1</sup>	No	Yes
SIG (December 2019) <sup>2</sup>	Yes	Yes
SIG (December 2020) <sup>3</sup>	No	No
g3 (July 2019)	Yes	N/A
g3 (July 2020)	No	N/A

<sup>1</sup> One-year grant in 2020. All CPs can apply the following year.

<sup>2</sup> SIG 2019 CPs are eligible to apply for all 2021 grants.

<sup>3</sup> SIG 2020 CPs are not eligible for 2021 grants, but will be eligible for IA grants in Spring 2022. After 2020, the SIG will be integrated with the overall IA grants.

## RESTRICTIONS

### Impact Austin will not fund the following:

- Debt reduction
- Endowments or memorials
- Bridge funding or interim financing
- Operational deficits
- Political lobbying or legislative activities
- General fund drives, annual appeals, or fundraising events
- Fraternal, sectarian and religious organizations where the grant is intended to principally benefit members/adherents or to fund inherently religious activities
- Private foundations
- Litigation/legal expenses in actions by or against the organization
- General construction or renovation (unrelated to a specific proposed project or program)
- General capital campaigns (unrelated to a specific proposed project or program)
- Advertising
- Sports teams or any sports-related activity or competition

## REVIEW PROCESS

Impact Austin has a three-part grant process.

1. **Grant Application:** Organizations must submit the grant application online via the Impact Austin grant management system by the submission deadline, including supplemental documents. Applicants receive an email acknowledgement when the submission is complete. Impact Austin Grant Review Committee members evaluate all grant applications, select about six organizations in each focus area for further review, then select three to four semifinalists to participate in site visits. Applicants are notified at each stage.
2. **Site Visit:** Impact Austin uses site visits with semifinalists to complete a general due diligence review, and to investigate and resolve any remaining questions regarding the organization or the proposed initiative. The visits may be conducted virtually or in person; the format and required attendees will be communicated to semifinalists when they are selected. Following the site visit, Grant Review Committee members select and notify two finalists.
3. **Grant Award:** Impact Austin sends information about each finalist to all members. Finalists make a five-minute presentation to members regarding their organization and proposed initiative. Impact Austin members vote to select grant recipients in each focus area, and members and finalists are notified of the results. New Community Partners (grantees) accept the awards at the Impact Austin Annual Meeting (spring) or Town Hall Meeting (fall).

*Impact Austin reserves the right to reject a Grant Application for any reason, including a missed deadline or missing documentation.*

## TERMS AND REPORTING

Prior to receiving grant funds, each Community Partner must execute Impact Austin's Terms of Grant. Community Partners are also required to submit periodic progress reports. These documents are submitted online. Samples of these documents can be provided on request by emailing [grants@impactaustin.org](mailto:grants@impactaustin.org).

## GRANTS CALENDAR

Activity	Spring 2021 Grants	Fall 2021 Grants
Impact Austin 2021 Nonprofit Workshop	01/06/2021	06/30/2021
Grant applications open for submission	01/11/2021	07/08/2021
Grant applications close at 5:00 PM	02/09/2021	08/03/2021
Initial grant review decisions communicated	03/11/2021	09/02/2021
Semifinalist decisions communicated	04/08/2021	09/23/2021
Site visits	04/22/2021- 04/24/2021	10/07/2021- 10/09/2021
Finalist decisions communicated; all other applicants declined by this date	05/06/2021	10/21/2021
Finalist training	05/10/2021	10/25/2021
Finalist reports distributed to members	05/19/2021	11/04/2021
Announce Community Partners (Impact Austin Annual Meeting – spring, Impact Austin Town Hall – fall)	06/07/2021	11/16/2021
Grant awards issued	07/01/2021	12/01/2021

## QUESTIONS

If you have questions about the grant application process, please email [grants@impactaustin.org](mailto:grants@impactaustin.org).

## APPENDIX: GRANT APPLICATION FORM

All grants are submitted online using the Impact Austin grants management system. Organizations may use the following information for guidance as they prepare to submit the application and collect the required documentation.

### **AGENCY PROFILE**

*Before creating the Proposal Cover Sheet and Application, the submitting organization should verify and update all the information in the Agency Profile.*

1. Employer Identification Number (EIN)
2. IRS 501(c)(3) public charity status
3. Name of your organization
4. Legal name (if different)
5. Mission statement
6. Date Established
7. Organization Description and Website
8. Physical and Mailing Address
9. Executive Director name, phone, email
10. Contact for this proposal name, title, phone, email
11. Number of years in continuous operation

### **PROPOSAL COVER SHEET**

*The Proposal Cover Sheet summarizes the proposed initiative.*

#### **Proposal Summary Information**

**Initiative Title**

**Initiative Summary**

**Spring Initiative Type** (Community, Education)

**Fall Initiative Type** (Equity, Health & Well-Being)

**Counties Served**

**Additional Areas Served**

**Initiative Start Date**

**Initiative End Date**

**Impact Austin Grant Start Date**

**When will you start using the Impact Austin grant to fund your initiative?**

This is the date when you start using the grant. The Impact Austin grant is funded July 1<sup>st</sup> or December 1<sup>st</sup> of the grant year. Request for funds should be on or after this date.

**Impact Austin Grant End Date**

**When will the Impact Austin grant be fully used?**

Impact Austin grant funding must complete within a maximum of two years from the funding start date. For g3, Impact Austin grant funding must complete within one year of the funding start date.

**Agency or Collaborative Budget for Current Year**

**Agency or Collaborative Budget End Date**

**Initiative Budget (\$)**

## **Certification**

Impact Austin defines a collaborative as a group of two or more entities working for a common goal, with at least two of those entities sharing the grant proceeds. The submitting organization will need to enter additional details about each participating organization into the grants management system. The allocation of grant proceeds between collaborators will be detailed in the grant application.

## **GRANT APPLICATION**

*The Grant Application describes the proposed initiative, with supporting documentation.*

## **Organization**

Describe the submitting organization and collaborative if applicable, including a brief history, mission and goals, current programs and activities and the impact you have had in the community. 500-word limit

## **Initiative Description**

Describe the initiative you want to fund in detail. Include WHO your initiative will serve, WHY it is important, HOW you identified this need and WHY NOW is the right time. 500-word limit

## **Goals, Measurement and Evaluation**

Describe the results you expect to achieve, the impact for the population you serve, and how you will measure success. 300-word limit

## **Funding and Sustainability**

Describe plans for sustainability after the Impact Austin funds are expended. If applicable, list other sources of income and other funders for this initiative, including any pending applications. 300-word limit

## **Equity**

Describe what equity, diversity and inclusion mean to your organization or collaborative, including programs and outcomes. Describe how this is reflected in the board, leaders and staff, and how the board and employee recruiting, training, development, and organization culture support equity goals. 500-word limit

## Collaborators

List any collaborators and what will be the role of each. Describe the allocation of grant proceeds among collaborators, if any. *300-word limit*

## Attachments

1. **Initiative Budget.** Using Impact Austin's template, submit your detailed budget for the proposed initiative. If the initiative is for a collaboration, please show the allocation of grant funds among the collaborators.
2. **Organizational Financials.** For the submitting organization, please provide a Statement of Activities and a Statement of Financial Position for the most recently completed fiscal year and your Current Year Organization Budget with YTD Actuals. You may elect to submit this information in the format in which your organization typically produces for internal review OR you may choose to use the Impact Austin Organization Financials Template.
3. **Financial Narrative.** Using the Impact Austin template, please provide any supplemental description to explain information provided on your Initiative Budget and/or Organizational Financials.
4. **Audit.** For the submitting organization, provide a CPA compilation, CPA review or an independent CPA's audited financial statement with unqualified opinion dated within the last 24 months. If not available, please provide a document that explains why.
5. **Form 990.** For the submitting organization, provide your most recent IRS Form 990.
6. **Funding Sources.** For the submitting organization or collaborative, list all foundations, corporations, and governmental agencies that fund(ed) your organization, with amounts for your current and most recent fiscal year shown side-by-side.
7. **Board Information.** For the submitting organization or collaborative, attach a list of current board members and their affiliations. Summarize the demographics of the board by gender and race/ethnicity.
8. **Staff Information.** For the submitting organization or collaborative, provide a current organization chart showing names and positions, along with brief resumes of key staff, including qualifications relevant to the specific initiative. Summarize the demographics of the staff by gender and race/ethnicity.
9. **Insurance.** For the submitting organization, provide a copy of your certificate of insurance, evidencing your organization's lines and limits of liability insurance coverage.
10. **Litigation.** For the submitting organization, provide a list of all actual (within the past 2 years) or threatened litigation or regulatory proceedings, investigations, or governmental actions involving your organization in the last 2 years, with a brief description of the basis for each. If there is no applicable litigation, please provide a statement to this effect.
11. **Collaborator Commitments.** Provide a letter of commitment from organizations collaborating on this initiative. If there are no collaborators, please provide a statement to this effect.