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.

Impact Austin will award grants in the following categories:

Focus Area	Description	Award Date
G3	To improve the lives of youth in the community	April 2023
Community	To enhance economic, social, environmental, or cultural initiatives	June 2023
Education	To enhance education and learning	
Equity	To advance equity for women and/or girls of color	November 2023
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 restricted grant budgets include a line item equal to 20% of the grant amount designated as unrestricted funding.

In April 2023, 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[1].

A proposal <u>must</u>:

- 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 grant proposal <u>can</u>:

- Support programs or projects: existing programs or projects or new programs 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.

- Both are considered Initiatives

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.

[1]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 (Month of Award)	Spring 2023	Fall 2023	Spring 2024	Fall 2024
Spring Primary CP 2021 (July)	No	Yes	Yes	Yes
Fall Primary CP 2021 (December)	No	No	Yes	Yes
Spring Primary CP 2022 (July)	No	No	No	Yes
Spring Secondary CP 2022 (July)	No	Yes	Yes	Yes
Fall Primary CP 2022 (November)	No	No	No	No
Fall Secondary CP 2022 (December)	No	No	Yes	Yes
SIG 2020 (November 2022)	No	No	Yes	Yes

SIG and g3 Grant Eligibility:

1. An Impact Austin Community Partner can apply for a g3 grant at any time.
2. A g3 Community Partner can apply for an Impact Austin grant at any time.
3. A g3 Community Partner cannot apply for a new g3 grant the year following their award.

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 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 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 video 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.

GRANTS CALENDAR

Activity – Subject to Change	Spring 2023 Grants
Impact Austin 2023 Nonprofit Workshop	01/10/2023
Grant applications open for submission	01/13/2023
Grant applications close at 5:00 PM	02/07/2023
Initial grant review decisions communicated	03/10/2023
Semifinalist decisions communicated	04/07/2023
Site visits	04/20-04/22/2023
Finalist decisions communicated	05/04/2023
Finalist training	05/05/2023
Impact Austin member voting begins	05/17/2023
Announce Community Partners (Impact Austin Annual Meeting – spring)	06/05/2023
Grant awards issued	6/30/2023

Activity – Subject to Change	Fall 2023 Grants
Impact Austin 2023 Nonprofit Workshop	06/30/2023
Grant applications open for submission	07/07/2023
Grant applications close at 5:00 PM	08/01/2023
Initial grant review decisions communicated	09/01/2023
Semifinalist decisions communicated	09/22/2023
Site visits	10/05 -10/07/2023
Finalist decisions communicated	10/19/2023
Finalist training	10/20/2023
Impact Austin member voting begins	10/31/2023
Announce Community Partners (Impact Austin Town Hall – fall)	11/14/2023
Grant awards issued	11/30/2023

QUESTIONS

If you have questions about the grant application process, please email 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. This date should not be before July 1st for the Spring Cycle or December 1st for the Fall Cycle.

 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

1. 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. 400-word limit

Initiative Description

2. 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. 400-word limit

Goals, Measurement and Evaluation

3. Describe the results you expect to achieve, the impact for the population you serve, and how you will measure success. 250-word limit

Funding and Sustainability

4. Describe how Impact Austin funding fits into the overall funding of this program or project, if greater than the Impact Austin funding. What percentage of the total required will the Impact Austin grant represent? List other sources of income for this initiative, including donations, events, in-kind support, and other funders, including any pending applications. 400-word limit

Equity

5. 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. 400-word limit
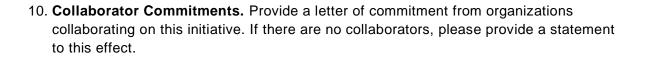
Collaborators

6. List any collaborators and what will be the role of each. Describe the allocation of grant proceeds among collaborators, if any. 250-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. **Statement of Activities.** For the submitting organization or collaborative, Statement of Activities for the most recently completed fiscal year. The statement must be no older than 14 months before the application deadline. 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. **Statements of Financial Position.** For the submitting organization or collaborative, Statements of Financial Position for the most recently completed fiscal year and the most recent month-end. The end-of-year statement must be no older than 14 months before the application deadline. The most recent month-end statement must be no older than 60 days before the application deadline. 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.

4. **Current Year Organization Budget with YTD Actuals.** For the submitting organization or collaborative, current year organization budget with YTD actuals vs. budget. The statement must be no older than 60 days before the application deadline. 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.

5. **Financial Narrative.** Using the Impact Austin template, please provide any supplemental description to explain information provided on your Initiative Budget and/or Organizational Financials.

6. **Audit.** For the submitting organization, provide a CPA compilation, CPA review or an independent CPA's audited financial statements with auditors' opinion dated within the last 24 months. If not available, please provide a document that explains why.

7. **Form 990.** For the submitting organization, provide your most recent IRS Form 990.

8. **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.

9. **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.

10. **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.