WELCOME

to the
2018 Nonprofit Workshop

Thank you to our facility host

Meeting Agenda

10:05 – 10:20 **Welcome**

Laura Kane**,** Impact Austin Grants Co-Chair

Christina Gorczynski, Impact Austin Executive Director

10:20 – 10:50 **Impact Austin Grant Process Overview**

Katie Simoes, Impact Austin Nonprofit Support

10:50 – 11:05 **Program Grant Process Experience**

Thais Perkins, Executive Director –

TreeFolks

11:05 – 11:30 **Questions to Our Panel, Moderated by Katie Simoes**

Thais Perkins, TreeFolks

Laura Kane, Impact Austin Grants Co-Chair

Crystal Reynolds, Impact Austin Finance Committee Co-Chair

Overview

Program Grants

- This year Impact Austin will award **three** program grants valued at $100,000 in each of these focus areas: Community, Education, Health & Well-being

Catalyst Grant

- Impact Austin will award **one** catalyst grant valued at $100,000
- Open to former Impact Austin grant recipients and finalists or established non-profits

g3

- Girls Giving Grants, our youth version of Impact Austin, will award an $8800 grant to a youth-oriented program.

If you would like an emailed copy of this presentation, or if you have questions, please contact Kathryn Drew and Sheryl Wright grants@impactaustin.org

Grants Management System

All grant proposals must be submitted using the Impact Austin Grant Management System, also known as Apricot. Google Chrome is recommended.

Before submitting a proposal, you must first create an Agency Profile in the Grants Management System.

To create an Agency Profile, navigate within the Impact Austin website impactaustin.org to the "Apply for Grants" tab. On the page you will select the "Create Your Agency Profile" link. If you already have a profile select "Log In Grant Management System".

Tips for Creating an Agency Profile:

- Select as the User ID an email address that does not have to change because of personnel changes. It does not have to be a working email address. For example info@orgname.org

Agency Profile

- Employer Identification Number (9-digit EIN without a dash)
- Name of your organization
- Legal name (if different)
- IRS 501(c)(3) or 509(a) public charity status. **Must attach IRS status letter.**
- Year founded
- Website
- Mission statement
- Create an organization username and password
- Physical and Mailing Address of your organization
- Organization Phone & Fax Number
- Executive Director name, phone, email
- Contact name for this proposal, title, phone, email

Grant Application Information on the Impact Austin Website

- To learn more about the Program Grant Application Process select "Apply for Grants" then select
  - [Program Grant Application Process](#)

- To learn more about the Catalyst Grant Application Process select "Apply for Grants" then select
  - [Catalyst Grant Application Process](#)

  - To download a copy of the grant guidelines, which includes information on eligibility and the review process:
    - o [Download Document: Program Grant Guidelines](#)
    - o [Download Document: Catalyst Grant Guidelines](#)

Program Grants

Three program grants with a value of $100,000 will be awarded to local nonprofits in each of these focus areas:

Community

Education

Health & Well-being

Before you apply, make sure you are an **eligible organization** and have an **eligible proposal** by referring to our Program Grant Guidelines**.**

Review the **focus area definitions** to determine which focus area you should apply to.

Understand the time required to submit an application and understand what will be required of you in each of the **phases of our grant review process.**

Eligibility Guidelines for Program Grants

- An **eligible organization** must:
  - Be a public charity (not a private foundation)
  - Have tax-exempt status under Section 501(c)(3) and 509(a) of the Internal Revenue Service Code

- **Proposals can support existing programs, expansion of programs, or new programs that**:
  - Target a specific population
  - Last for a specific duration
  - Aim to achieve specific, measurable goals

- **Program must:**
  - Provide services in Bastrop, Hays, Travis, and/or Williamson counties, Texas
  - Use the full amount of Impact Austin's grant within 24 months

We Will Not Fund

- Debt reduction

- Endowments/memorials

- Bridge funding or interim financing

- Operational deficits

- Partisan, political lobbying or legislative activities

- Fundraising activities or events

- Advertising

- Sports Teams or any sports-related activity or competition

- General capital campaigns OR general construction or renovation unrelated to a specific proposed project or program

- Fraternal, sectarian and religious organizations where the grant is intended for the principal benefit of the organization's own members or adherents, or where the grant is intended for inherently religious activities.

- Legal expenses incurred in any action by or against the organization

Restrictions

- An organization may submit only one proposal each year (Program or Catalyst).

- An organization that has received a grant from Impact Austin may not reapply in the following two grant cycles.

- An organization may apply for and receive a grant from both Impact Austin and Girls Giving Grants (g3) in the same year.

- Collaborations must identify one lead organization to submit the application.

Program Grant Focus Areas

FY2018	
Community	➤ Focus on programs in the greater Austin area that benefit the economic, social, environmental or cultural enrichment
Education	➤ Focus on programs in the greater Austin area that further the ability to EDUCATE and/or IMPROVE EDUCATION.
Health and Well-Being	➤ Focus on programs in the greater Austin area that address the following: ○ Strengthen and enhance the lives of CHILDREN and FAMILIES; or ○ Positively impact the MENTAL or PHYSICAL HEALTH and WELLNESS of people

Definition of Review Committees

- The Grant Review Committees (GRC) are responsible for implementing Impact Austin's grant process and choosing two finalists per focus area. Members complete training on Impact Austin guidelines and the five key criteria used to evaluate grants.

- The Grant Finance Committee (GFC) consists of IA members with strong financial experience and skills who serve as financial consultants for the grant review committees in the review of financial information provided by the nonprofit organizations.

Five Key Criteria Used to Evaluate Grants

- **Credible** – *organization* is reliable and trustworthy; strong record of achieving its goals; has a solid reputation within the community

- **Capable** – *organization* can turn good ideas into reality; has competent and qualified staff, as well as the structure and systems to achieve its goals; strong board; prior success with projects or programs

- **Committed** – *organization* considers the project to be a priority, to complete the project with or without us; has plan to continue the project beyond our grant

- **Feasible** – *project* can be done; budget supports the outlined tasks and strategies; timeframe seems reasonable

- **Significant** – *project* should be done; meets an important need within the community; works to resolve the issue addressed

Overview of the Program Grant Application Process

- **Impact Austin has a four-phased Program Grant Application process:**

    - Phase I: Letter of Inquiry (LOI)

    - Phase II: Grant Application

    - Phase III: Site Visit

    - Phase IV: Presentation and Vote

Phase I: Letter of Inquiry (LOI)

The LOI is the initial application submitted by a nonprofit.

The applicant provides an overview of the proposed program. The Grant Review Committees evaluate the LOI's using IA guidelines and the five key criteria and select a short list of applicants to proceed forward with the full Grant Application. (*Note the LOI phase does not apply to Catalyst Grants*)

The LOI must clearly answer the question:

- What are you doing?
- Where are you doing it?
- Who are you doing it for?
- When will you do it?
- Why are you doing it?

Phase II: Grant Application

Typically six organizations are asked to submit a grant in each focus area. The Grant Application provides much more detail about the proposal. The Grant Review Committees analyze the Grant Applications, conduct research, review financials, and select semi-finalists for the site visits.

The Grant Application consists of three sections:

- **Summary**
  - Organization details, program/project snapshot, contact information

- **Narrative**
  - Responses to specific questions about the organization, the proposed program/project, goals and metrics, and financing

- **Attachments including:**
  - Financial information such as project budget, Org Financials, IRS form 990, Audit (if available), Org charts, funding sources, letters of commitment, and litigation (if applicable)

Phase III: Site Visit

- Three to four organizations from each Focus Area are selected for site visits

- Applicants that are selected for a site visit will host members of the Grant Review Committee at their facility or a location of their choice.

- Purpose: To meet the people behind the organization and gain first-hand observations and impressions

  - Part 1: Introductions, tour, project overview
  - Part 2: Interviews / Q&A
    - Executive Director
    - Project/Program Director
    - Board Member
    - Financial Representative

- Following the site visit the Grant Review Committee members will select 2 Finalists to present at the Annual Meeting.

Phase IV: Presentation and Vote

Finalist Reports:

- Reports prepared jointly by Grant Review Committee (GRC) and Nonprofit and available to full Impact Austin membership.

- The GRC will help finalists prepare for their annual meeting presentation if desired by the finalist.

Annual Meeting & Vote:

- Informal Meet & Greet before the presentations

- 5-minute presentations by each of the finalists

- Members vote on grant recipients
  - Nonprofits notified that night by phone
  - Members notified in person during the meeting
  - Press release issued next morning

Award Presentation

Program Grant Key Dates

These key dates can be found on the <u>Program Grant Application Process</u> menu tab on the Impact Austin website (impactaustin.org)

Letter of Inquiry (LOI), Phase I

- Now Open   Create Agency Profile (if not previously created)
- November 12   Grants Management System opens for LOI submissions
- December 12   LOI submissions are due at 5PM
- February 1   LOI decisions are communicated to Nonprofits

Grant Application, Phase II

- February 8   Grant Financials due: (*prior to completed application*)
- February 22   Grant applications are due at 5 PM
- March 29   Site Visit decisions are communicated

Program Grant Key Dates (cont.)

Site Visit, Phase III

- April 11-13   Site Visits Scheduled
- May 3   Finalist decisions are communicated

Presentation and Vote, Phase IV

- May 7   Finalist Luncheon
- May 17   Finalist Reports Due
- June 3   Annual Meeting and Vote
- June 12   Community Partner Awards

Common Problems with Grant Applications

- **Project Dates**:
  - **Start Date**: If awarded, IA funds are not available until 7/1/2019. If a project starts before this date please explain how the project will be funded before IA funds will be received.
  - **Completion Date:** IA funds must be used within a two year period. If a project starts later that 7/1/2019 then IA funding must be completely utilized within two years from start date. For example, if a project revolves around the school year so that your project begins in September 2019, IA funds must be utilized by September 2021.

- **Application Questions**: Please ensure you are answering the specific question asked. There is no need to repeat answers across multiple questions.

- **Financial Statements/Budgets:**
  - **Project Budget:**
    - o The Project Budget must be greater than or equal to the IA grant amount. The project budget cannot be less than the IA grant amount. If the project budget is greater than the IA grant amount, please account for other funding sources.
    - o The Project Budget should only include the program being partially or wholly funded by IA. Do not include the entire organization budget.
  - **Financial Statements:** Financial Statements should balance.
    - o **Budgets/Statements of Activities:** Revenue minus Expenses should equal zero.
    - o **Statement of Financial Position:**. Assets should equal Total Liabilities plus Net Assets.

- **Commitment Letters:** If a project has funding from a collaborator there must be a commitment letter from the collaborator attached to the grant application. For example, if AISD is helping fund or staff the project, there must be a commitment letter from AISD.

Catalyst Grant Overview

- Catalyst Grant Definition
- Catalyst Grant Eligibility Guidelines/Restrictions
- Examples of Eligible Catalyst Grants
- Catalyst Restrictions
- Overview of the Catalyst Grant process
- Compare / Contrast Catalyst Grant vs. Program Grant
- Catalyst Key Dates

Catalyst Grant Definition

A *Catalyst Grant* provides funding for the purpose of strengthening or growing a nonprofit organization in order to improve its future performance, impact, and sustainability, all in support of its mission and vision.

- Term: Up to two years

- Grant amount: $100,000

In response to community needs we are inviting a broader range of nonprofits to apply for the Catalyst grant.

Catalyst Grant Eligibility Guidelines

WHO CAN APPLY

All past Impact Austin finalists and community partners are eligible to apply for Catalyst grants. A Finalist is any organization that was selected by a Grant Review Committee to present at the Impact Austin Annual meeting.

In addition, other nonprofits are eligible to apply for a Catalyst grant, if they meet all the following criteria:
- The organization has an annual operating budget of $250,000 or greater.
- The organization has at least two full time equivalent staff.
- The organization has been in continuous operation as an independent entity for at least five years.

The following rules apply to all catalyst grant applications:
- The organization has tax-exempt status under Sections 501(c)(3) or 509(a) of the U.S. Internal Revenue Code.
- The organization can produce an audited financial statement prepared within the last 24 months.
- The organization meets all eligibility requirements for an Impact Austin program grant, including geographic area served and intention to spend all grant funds within the designated period of the grant.
- A nonprofit organization cannot apply for both a program grant and a catalyst grant in the same year. It may submit only one proposal each year.
- An organization that has received a grant from Impact Austin may not reapply in the following two years.
- Collaborations must identify one lead organization to submit the application.

Examples of Eligible Catalyst Grant Activities

- Mission, Vision, Strategic Planning and Organizational assessment

- Leadership development, Board development, Executive transition, and Restructuring

- Program Delivery and Evaluation

- Building Strategic Relationships and Partnerships

- Resource, Fund Development (not including fundraising activities) and Earned Revenue Development

- Internal Operations and Management including capital improvements

Catalyst Restrictions

Impact Austin will NOT fund the following:

- Debt reduction
- Endowments/memorials
- General fund drives, annual appeals, or fundraising events
- Bridge funding or interim financing
- Operational deficits
- Political lobbying or legislative activities
- Fraternal, sectarian or religious organizations where the grant is intended to principally benefit members/adherents or to fund inherently religious activities
- Litigation/legal expenses in actions by or against the organization
- Sports teams, activities or competitions

Overview Catalyst Grant Process

Impact Austin has a three phased Catalyst Grant Application process that is very similar to the Program Grant Process except there is no Letter of Inquiry (LOI) Stage.

- **Phase I: Grant Application**

- **Phase II: Site Visit**

- **Phase III: Presentation to Membership and Vote**

Phase I: Catalyst Grant Application

The Catalyst Grant Application is a detailed document about the organization and the catalyst initiative proposed. There are six sections:

Administrative – Organization details, contact information

Catalyst request summary – Summary of catalyst initiative, including any collaborations, how the need was identified, and why it is important to address the need now

Catalyst Request – detailed description of the catalyst initiative

Goals, Measurement, and Evaluation – The goals for the request, the objective criteria for success, how it will be known if the criteria have been met and if the benefits last beyond the award period

Funding information – Payment schedule, list of other funding and funders, and other support required to complete the initiative

Attachments – Financial information such as organization budget, initiative budget, statement of activities, balance sheets. Other information including organization chart and letters from collaborators.

Phase II: Catalyst Site Visit

- Three to four organizations are selected for site visits

- Purpose: To meet the people behind the organization requesting funding

- First-hand observation and impressions

- Site Visits last approximately two hours
  - Part 1: Introductions, tour, project overview
  - Part 2: Interviews / Q&A
    - Executive Director
    - Project/Program Director
    - Board Member
    - Financial Representative

- Following the site visit the Catalyst Review Committee members will select 2 Finalists to present at the Annual Meeting.

Finalist Reports

- Reports prepared jointly by Grant Review Committee & Nonprofit and sent to full Impact Austin membership.

- The GRC will help finalists prepare for their annual meeting presentation if desired by the finalist.

Annual Meeting & Vote

- Informal Meet & Greet before the presentations

- 5-minute presentations by each of the finalists.

- Members vote on grant recipients
  - Nonprofits notified that night by phone
  - Members notified in person during the meeting
  - Press release issued next morning

Award Presentation

Comparison of Grant Types

	Program Grant	Catalyst Grant
First year awarded	2004	2015
Number of grants	3 focus areas	1
Grant amount	$100,000	$100,000
Grant objectives	Funding for a specific set of direct services that produce measurable results for **clients** that align with the mission of the organization	Strengthening or growing a **Nonprofit** to improve its performance, impact & sustainability in support of its mission & vision
Metrics	Must produce measurable results for **clients** by end of 2 year grant period	Must produce measurable results for **Nonprofit** by end of 2 year grant period
Funds	Restricted with 20% allocated to general operating funds	100% of the grant funds must be allocated to the Catalyst initiative
Eligible nonprofits	Open to Central Texas nonprofits except current grant recipients	Open to former grant recipients and finalists OR Established organizations
Process steps	LOI, grant application, site visit, annual meeting	Grant application, site visit, annual meeting

Catalyst Grant Key Dates

These key dates can be found on the Catalyst Grant Application Process menu tab on the Impact Austin website (impactaustin.org)

Catalyst Grant Application
- Now Open   Create Agency Profile (if not previously created)
- November 12   System open for Catalyst Application Submission
- December 12   Catalyst Grant applications due at 5 pm
- February 13   Catalyst applicants notified of grants moving forward to next phase
- March 29   Grant application decisions communicated to applicants

Site Visit
- April 11-13   Catalyst Grant Site Visits
- May 3   Catalyst Finalists selected and notified

Presentation & Vote
- May 7   Finalist Luncheon
- May 17   Finalist Reports Due
- June 3   Impact Austin Annual Meeting & Vote
- Jun 12   Award Presentations

Girls Giving Grants (g3)

- G3 is the youth version of Impact Austin with girls each giving $100 of their own money. Girls are trained on many topics including community needs and how to assess grants.

- This year G3 has 88 members making a record $8800 grant.

- Nonprofits can apply for this grant in addition to, and separately from the Impact Austin grant process.

- Funds must support youth program expenses in Travis, Hays, Williamson and/or Bastrop counties.

- The G3 grant process is simpler and streamlined for girls in 8-12th grade to understand. Think about this audience when writing your grant.

Girls Giving Grants (g3) cont.

- Two finalists will be asked to host the girls for site visits on April 6 with the vote and final award being made April 14.

- This grant is now open. Grants are due by **November 9th at 5 pm** through the Impact Austin grants management system (Apricot)

- For questions about the G3 grant, please contact g3@impactaustin.org

- You may also find information and links to g3 on impactaustin.org under the "Girls Giving Grants" menu tab.

Community Partner

Community Partner Grant Process Experience
(A Community Partner is a current or former recipient of an
Impact Austin grant)

Thais Perkins

Executive Director

TreeFolks

Panel Discussion / Q&A

Moderator:

- Katie Simoes, Impact Austin Nonprofit Coordinator Support

Panelists:

- Thais Perkins, TreeFolks, Community Partner
- Laura Kane, Impact Austin, Grants Co-Chair
- Crystal Reynolds, Impact Austin, Grants Finance Committee Co-Chair

Feedback/Questions

THANK YOU for attending our workshop!!

A Special Thank You to **Austin Ridge Bible Church**!

If you would like to be emailed a copy of this presentation or if you have questions, please contact Kathryn Drew and Sheryl Wright, the Impact Austin Nonprofit Coordinators, at grants@impactaustin.org