



PROGRAM GRANT APPLICATION OVERVIEW

Thank you for your interest in applying for a program grant from Impact Austin.

Program grant applications can only be submitted by organizations that previously submitted a Letter of Inquiry to Impact Austin and were subsequently invited by Impact Austin to provide more detailed information on their proposed project or program.

For those organizations who wish to see what will be covered in the Impact Austin Program Grant Application Form, the attached document provides an overview of the questions that are asked and the types of information you will be expected to provide. You can use this to assess your readiness to participate in Impact Austin's grant application process and to begin collecting information should you anticipate receiving an invitation.

If you have not been invited by Impact Austin to complete a Grant Application but would like to be considered in the future, please submit your contact information to grants@impactaustin.org and we will add you to our mailing list for next year.

For a complete description of our grant guidelines and process, please review the document "Program Grant Guidelines" which is available on our website at www.impactaustin.org.

Impact Austin Grant Application Overview The following summarizes the list of information that will be included on the Impact Austin Program Grant Application Form. Only organizations invited to submit a Grant Application by Impact Austin will receive the form itself. Please use this document to familiarize yourself with the information you will be asked to provide and/or to begin collecting information in preparation for submitting your Grant Application Form.

ORGANIZATION INFORMATION

1. Summary of your organization's history, mission, goals, and vision. *(200 word limit)*
2. Current programs, projects and activities, including any service statistics. *(300 word limit)*
3. Strengths of your organization including major accomplishments or achievements of the past two years. *(300 word limit)*
4. Relationships, both formal and informal, with other organizations working to meet the same needs or providing similar services. Include how your organization differs from and/or collaborates with these other organizations. *(300 word limit)*

PROPOSAL INFORMATION

1. Need your program/project is attempting to meet, including evidence of that need. *(400 word limit)*
2. Target community for your program/project. *(200 word limit)*
3. What you plan to do, including specific activities for which you seek funding including whether this is a new or existing program/project or an expansion of an ongoing program/project. *(300 word limit)*
4. Proposed staffing for the program/project, including the names, titles and brief summaries of the qualifications of the individuals who will carry it out or qualifications and job description if hiring new staff. *(200 word limit)*
5. Timetable for implementation of the program/project. *(250 word limit)*
6. How the project contributes to your organization's overall mission. *(200 word limit)*
7. Why your organization is particularly qualified to address this situation. *(300 word limit)*
8. Evidence of best practices, proven programs in other settings. *(250 word limit)*
9. Other organizations, partners or funders participating in this program and their roles. *(200 word limit)*

GOALS, MEASUREMENT AND EVALUATION INFORMATION

1. Benefits to the community you are targeting, number of people impacted, results expected by the end of the grant period. *(300 word limit)*
2. Specific objectives or targets for the project. *(200 word limit)*
3. How you will achieve the objectives you have outlined. *(200 word limit)*
4. How you will measure or assess short-term, intermediate and/or long-term outcomes. *(150 word limit)*
5. How you will conduct the assessments. *(150 word limit)*
6. If this is a continuing or expanded project, previous quantitative and qualitative outcomes. *(150 word limit)*

PROGRAM/PROJECT FUNDING INFORMATION

1. Suggested payment schedule.

2. Other funders to which this proposal has been or will be submitted.
3. If applicable, other anticipated funding for this current proposal.
4. If this will be an ongoing program or project, plans for sustainability. *(150 word limit)*

ATTACHMENTS

- Project Budget (**NOTE: XLS Form provided via online grant management system**).
 - Budget for proposed program or project, including specific uses of Impact Austin grant.
- Organizational Financials (**NOTE: XLS Form provided via online grant management system**)
 - Statement of Financial Activities for your organization's most recently completed fiscal year.
 - Statement of Financial Position (Balance Sheet) for the most recently completed fiscal year and for the current fiscal year.
 - Budget for the current year, income and expenses, including year-to-date (YTD) budget, YTD Actuals, and percentage of YTD Actuals to YTD budget.
- Financial Narrative
 - Supplement to explain Project Budget and/or Organizational Financials
- Most recent complete audit, if available, including auditor's notes and management letter. If no audit is available, please explain why.
- Most recent IRS Form 990.
- A list of the foundations, corporations, and governmental agencies that fund(ed) the organization, with amounts for your current and most recent fiscal year shown side-by-side.
- List of board members and their affiliations.
- Current organizational chart showing both names and positions, along with brief resumes of key staff, including qualifications relevant to the specific request.
- A copy of your certificate of insurance, evidencing your organization's lines and limits of liability insurance coverage, if such coverage exists.
- List of actual 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.
- Letters of commitment from organizations collaborating on this project or program, if

applicable.