



## CATALYST GRANT APPLICATION OVERVIEW

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

The Impact Austin catalyst grant has more stringent eligibility requirements than the program grant. These requirements are described in the “Catalyst Grant Guidelines” at [www.impactaustin.org](http://www.impactaustin.org).

Note that a nonprofit organization cannot apply for both a program grant and a catalyst grant in the same year. In addition, an organization that has received a grant from Impact Austin may not reapply in the following two years.

For those organizations who wish to see what will be covered in the Impact Austin Catalyst Grant Application Form, this 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 catalyst grant application process and to begin collecting information should you anticipate receiving an invitation.

For a complete description of our catalyst grant guidelines and process, please review the document “Catalyst Grant Guidelines” which is available on our website at [www.impactaustin.org/](http://www.impactaustin.org/).

By submitting a Catalyst Grant Application, you are agreeing that you have read and understand the sample Terms of Grant and the Interim and Final Report Templates, which are available on Impact Austin’s website at [www.impactaustin.org](http://www.impactaustin.org). Further, should your organization be selected to receive an Impact Austin grant, you will be required to execute a Terms of Grant document similar to the sample, and submit interim reports and a final report similar to those templates.

If you have questions regarding the form or the process, please email us at [grants@impactaustin.org](mailto:grants@impactaustin.org).

**Impact Austin Catalyst Grant Application Overview:** The following summarizes the information that will be included on the Impact Austin Catalyst 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. The Catalyst Grant Application consists of three parts:

- Agency Profile
- Proposal Cover Sheet
- Application

### **Organization Information (Agency Profile)**

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*Before creating your catalyst grant Proposal Cover Sheet and Application, you should verify and update all of the information that is in your Agency Profile.*

1. Employer Identification Number (EIN)
2. Name of your organization
3. Legal name (if different)
4. IRS 501(c)(3) and 509(a) public charity status. Must attach IRS status letter.
5. Date Established
6. Organization Description and Website
7. Mission statement
8. Create an organization username and password
9. Physical and Mailing Address of your organization
10. Organization Phone & Fax Number
11. Executive Director name, phone, email
12. Contact for this proposal name, title, phone, email

### **Proposal Summary Information (Proposal Cover Sheet)**

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*You will be asked to supply each of these items in the Proposal Cover Sheet describing your proposed catalyst project or initiative. Please determine which type of catalyst grant you will designate for your application. You may choose up to two.*

1. Grant year – 20xx
2. Grant amount requested – please don't change the default amount in this field until directed to do so by Impact Austin
3. Agency Budget and End Date for Current Year
4. Initiative/Project title
5. Initiative/Project summary (100-word limit)
6. Initiative/Project Budget
7. Initiative/Project start/end dates
8. List of counties served by the project or program
9. Certification of acceptance of Terms of Grant and Interim/Final Reports
10. Initiative Type
  - Mission, Vision, and Strategy
  - Governance and Leadership

- Program Delivery and Impact
- Strategic Relationships
- Resource Development
- Internal Operations and Management
- Capital Improvements
- Other

## **Certification**

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*Please obtain authorization from the Executive Director or the Board President prior to submitting this application. You will be required to certify that you have this approval in the Proposal Cover Sheet.*

## **Catalyst Grant Application**

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### **ORGANIZATION INFORMATION**

1. Description of your organization and its accomplishments including relevant details and examples. *(500-word limit)*
2. Description of your organization's relationships, both formal and informal, with other organizations. *(200-word limit)*

### **CATALYST NARRATIVE**

3. *Note that question 3 has been removed on the application to maintain compatibility with historical records.*
4. Describe in detail WHAT you want to fund with this catalyst request, WHY you want to fund it, HOW you identified this need, and WHY NOW is the right time. *(500-word limit)*
5. List any partners or collaborators for this effort and describe their roles and/or participation. *(250-word limit)*
6. What are the goals for your catalyst request? What objective criteria will indicate if you were successful with your catalyst request? How will you know if the criteria are met? How well will the benefits last beyond the award period? *(500-word limit)*
7. Impact Austin will make the payments on this grant at the beginning of the grant period, July 1st of year one, and the final payment on July 1st of year two which is the end of the first year/beginning of 2nd year. If you have any concern with this schedule, please comment. *(50-word limit)*

8. If applicable, list other funders to which this current proposal has been or will be submitted. For each funder, indicate the amount requested and whether the request is pending, funded or declined. If funded, please include amount of grant. *(150-word limit)*
9. If applicable, describe other anticipated funding for this current proposal, including earned revenue, in-kind support, special events, fund raisers, etc. *(150-word limit)*
10. If resources or support will be needed to sustain the benefits of this catalyst award after the two-year grant period, please describe. *(150-word limit)*

## ATTACHMENTS

- Catalyst Initiative Budget: **(NOTE: XLS Form provided via online grant management system).**
  - Detailed budget for the proposed catalyst initiative request including specific uses of Impact Austin grant
- Organizational Financials: **(NOTE: XLS Form provided via online grant management system. You may use the Impact Austin form or provide your own statement of your organization financials as long as it provides the following information).**
  - Organization's Statement of Revenue/Support & Expense
  - Previous Year Balance Sheet, Current Year Balance Sheet
  - Operating Budget with YTD Performance.
- Financial Narrative: **(NOTE: Template provided via online grant management system).**
  - supplemental description to explain information provided on your Catalyst Request Budget and/or Organizational Financials.
- Most recent complete audit including auditor's notes and management letter.
- Most recent IRS Form 990.
- List of all foundations, corporations, and governmental agencies that fund(ed) your organization, with amounts for your current and most recent completed fiscal year shown side-by-side.
- List of current board members and their affiliations, plus any board demographics you typically track and report.

- 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.
- List of all actual or threatened litigation or regulatory proceedings, investigations, or governmental actions involving your organization, 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/agreement from organizations collaborating on this initiative, if applicable.