



## **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](mailto: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](http://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. Provide a brief summary of your organization's history, goals, and vision. *(Word Limit 200)*
2. Describe your organization's current programs, projects, and activities with service statistics. *(Word Limit 300)*
3. What are the strengths of your organization? Tell us about any major accomplishments or achievements of the past two years that you are particularly proud of. *(Word Limit 300)*
4. Describe your organization's relationships (both formal and informal) and how you work with other organizations to serve the community. *(Word Limit 300)*

### **PROPOSAL INFORMATION**

5. What need will your program/project attempt to meet? Provide evidence of that need. Include specific statistics about the local area/local need if possible. *(Word Limit 400)*
6. Why is your organization particularly qualified to address the situation or the need you have described? Provide examples to support your opinion. *(Word Limit 300)*
7. What exactly do you plan to do to address the situation you have described? *(Word Limit 300)*
  - a. List specific activities you will do.
  - b. If this is an existing program, provide service statistics and how this was previously funded.
  - c. If this is an expansion, please describe the nature of the expansion (new geography, new population, etc. and be specific).
  - d. If it is new, please provide the basis, e.g., Did you start with a pilot? Has this program been in existence in another organization or area?
8. Please describe any best practices you will be using on the proposed program/project. Is the program/project based on another program/project that has been shown to be effective in other settings? Is the program/project based on a pilot? If so, please describe. *(Word Limit 250)*
9. Who does your program/project actually serve? Include descriptions, total numbers impacted, etc. as relevant. *(Word Limit 200)*
10. Describe the proposed staffing for your program/project. Include names, titles, and brief summary of qualifications of the individuals who will be responsible for carrying out the activities described. If you are hiring new staff for the program/project, please describe the qualifications here and provide the job description(s) you will use with candidates as an attachment to this application. *(Word Limit 200)*

11. What is the timetable for implementation of the program/project? What is the overall duration? Please provide target dates for the major phases of your program/project and explain any contingencies or dependencies. *(Word Limit 250)*
12. Explain how the proposed program/project contributes to your organization's overall mission. *(Word Limit 200)*
13. Please list any partners or collaborators who are participating in the program/project and describe the role each of them will play. Be clear where the lines of responsibility are between your organization and these entities. *(Word Limit 200)*

### **GOALS, MEASUREMENT AND EVALUATION INFORMATION**

14. Describe the results you expect to achieve in terms of number of people impacted, degree of impact on each, etc. Describe the short-term, intermediate and long-term outcomes and specify which of these results you expect to achieve by the end of the funding period. Identify which activities described above will impact which outcomes. *(Word Limit 300)*
15. How will you know if you are successful? Specifically, what will you measure or assess for each of the short-term, intermediate, and/or long-term outcomes you have identified above? *(Word Limit 150)*
16. How do you intend to conduct the assessments? Please specify who will be involved in evaluating the work (staff, board, constituents, community, consultants, other)? *(Word Limit 150)*
17. If this is an ongoing program/project, please summarize past outcomes. Include both qualitative and quantitative results. *(Word Limit 150)*

### **PROGRAM/PROJECT FUNDING INFORMATION**

18. 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. *(Word Limit 50)*
19. If applicable, list other funders to which this current proposal has been or will be submitted. For each funder, indicate the amount requested from them and whether the request is Pending, Funded, or Declined. If Funded, please include the amount of the grant. *(Word Limit 150)*
20. If applicable, describe other anticipated funding for this current proposal, including earned revenue, in-kind support, special events, fund raisers, etc. *(Word Limit 150)*
21. If this will be an ongoing program or project, please describe plans for sustainability after the Impact Austin funds are expended. Include specific or planned sources for future and/or long-term funding.) *(Word Limit 150)*

## ATTACHMENTS

**Project Budget.** Using the required form, submit your detailed budget for the proposed project/program.

**Organizational Financials.** Using either your agency's financial statement or the provided form, please provide your organization's Statement of Revenue/Support & Expense, Previous Year Balance Sheet, Current Year Balance Sheet, and Operating Budget with YTD Performance.

**Financial Narrative.** Using the required form, please provide any supplemental description to explain information provided on your Project Budget and/or your Organizational Financials.

**Audit.** Provide your most recent complete audit, if available, including auditor's notes and management letter. If no audit is available, please provide a document that explains why.

**Form 990.** Provide your most recent Form 990.

**Funding Sources.** 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.

**Board Information.** Please provide a list of current board members and their affiliations, plus any board demographics you typically track and report.

**Organization Chart.** Provide a current organizational chart showing both names and positions, along with brief resumes of key staff, including qualifications relevant to the specific request.

**Insurance.** Provide a copy of your certificate of insurance, evidencing your organization's lines and limits of liability insurance coverage.

**Litigation.** 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. Name this file

**Commitments.** Provide letters of commitment/agreement from organizations collaborating on this project or program, if appropriate. If you have significant contracts with School Districts for your services, please include the annual commitment or contract with the District. If there are no collaborators, please provide a statement to this effect.