

**IMPACT AUSTIN**  
**PROGRAM GRANT APPLICATION**

**ADMINISTRATIVE**

Organization  
Mission Statement  
EIN  
Website  
Established  
Annual Budget (\$)  
Agency Budget Start Date  
Executive Director

**PROGRAM GRANT PROPOSAL SUMMARY**

Funding Application Year  
Program/Project Title  
Request Summary - Word limit - 100 words  
Total Program/Project Budget (\$)  
Grant Amount Requested (\$)  
Program/Project Type (New, Expansion, Existing - Selected from pick-list)  
Counties Served  
Request Start and End Date

**PROPOSAL NARRATIVE**

**ORGANIZATION QUESTIONS**

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. Include any 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)

**PROGRAM/PROJECT QUESTIONS**

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? List specific activities you will do. If this is an existing program, provide service statistics and how this was previously funded. If this is an expansion, please describe the nature of the expansion (new geography, new population, etc and be specific). 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? (Word Limit 300)
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 will 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**

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 PLANS (Word limit 150 each)**

18. Based on the timing of your project/program's expenses, please suggest a payment disbursement schedule within the two year period after the Impact Austin grant is awarded.
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.
20. If applicable, describe other anticipated funding for this current proposal, including earned revenue, in-kind support, special events, fund raisers, etc.
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.

## REQUIRED ATTACHEMENTS

- A1. **Project Budget.** Using Impact Austin's template, submit your detailed budget for the proposed project/program. Name this file YOUR\_ORG Project Budget.
- A2. **Organizational Financials.** Please provide a Statement of Activities and a Statement of Financial Position for the most recently completed fiscal year and your Current Year Organization Budget with YTD Actuals. 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
- A3. **Financial Narrative.** Financial Narrative. (Format: DOC) Using the Impact Austin template, please provide any supplemental description to explain information provided on your Project Budget and/or Organizational Financials.
- A4. **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.
- A5. **Form 990.** Provide your most recent Form 990.
- A6. **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.
- A7. **Board Information.** Please provide a list of current board members and their affiliations, plus any board demographics you typically track and report.
- A8. **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.
- A9. **Insurance.** Provide a copy of your certificate of insurance, evidencing your organization's lines and limits of liability insurance coverage.
- A10. **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

A11. **Commitments.** Provide letters of commitment/agreement from organizations collaborating on this project or program, if appropriate. If there are no collaborators, please provide a statement to this effect.