

# Impact Austin Grant Application Overview

Dear Nonprofit,

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

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. Impact Austin provides a Grant Application Form to each nonprofit we invite to apply, at the time we extend the invitation.

For those organizations who wish to see what will be covered in the Impact Austin 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@impact-austin.org](mailto:grants@impact-austin.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 "Impact Austin Grant Overview," which is available on our website at [www.impact-austin.org](http://www.impact-austin.org).

If you have questions regarding Impact Austin or our grant process, please e-mail us at [grants@impact-austin.org](mailto:grants@impact-austin.org) or call us at 335-5540.

Sincerely,



Rebecca Powers, President  
Impact Austin

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The following summarizes the list of information that will be included on the Impact Austin 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.
2. Current programs, projects and activities, including any service statistics.
3. Strengths of your organization.
4. Major accomplishments or achievements of the past two years.
5. Relationships, both formal and informal, with other organizations working to meet the same needs or providing similar services. Includes how your organization differs from and/or collaborates with these other organizations.

## PROPOSAL INFORMATION

1. Need your program/project is attempting to meet, including evidence of that need.
2. Target community for your program/project.
3. What you plan to do, including specific activities for which you seek funding.
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.
5. Timetable for implementation of the program/project.
6. How the project contributes to your organization's overall mission.
7. Why your organization is particularly qualified to address this situation.
8. Evidence of best practices, proven programs in other settings.
9. Other organizations, partners or funders participating in this program and their roles.

## GOALS, MEASUREMENT AND EVALUATION INFORMATION

1. Overall goals of your program/project.
2. Targeted results by the end of the funding period (type of impact, number of people impacted, degree of impact).
3. How you will measure or assess short-term, intermediate and/or long-term outcomes.
4. Who will conduct evaluations.
5. If a continuing or expanded project, previous quantitative and qualitative outcomes.

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## PROGRAM/PROJECT FUNDING INFORMATION

1. Proposed schedule for disbursement of grant funds, including suggested date, amount, and a related project milestone.
2. Other funders who have received this proposal, amount requested and status.
3. Plans for sustainability beyond the Impact Austin grant.

## ATTACHMENTS

1. Organization Financials
  - Statement of Financial Activities for your organization's most recently completed fiscal year. (NOTE: Form provided).
  - Budget for the current year, income and expenses, including year-to-date (YTD) budget, YTD actuals, and percentage of YTD actuals to YTD budget. (NOTE: Form provided).
  - Statement of Financial Position (Balance Sheet) for the most recently completed fiscal year and for the current fiscal year. (NOTE: Form provided).
  - Most recent complete audit, if available, including auditor's notes and management letter. If no audit is available, please explain why.
  - Most recent 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.
  - A copy of your certificate of insurance, evidencing your organization's lines and limits of liability insurance coverage, if such coverage exists.
2. Project Financials
  - Budget for proposed program or project, including specific uses of Impact Austin grant. (NOTE: Form provided).
3. List of board members and their affiliations.
4. Organizational chart showing both names and positions, along with qualifications relevant to the specific request.
5. Letters of commitment from organizations collaborating on this project or program.
6. Proof of tax-exempt status under Section 501(c)(3) and 509(a) of the IRS code.
7. 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.
8. Recent articles about or evaluations of your organization, if available.
9. Brochures, newsletters, programs, constituent or fund appeal mailings, etc.