

## IMPACT AUSTIN GRANT GUIDELINES

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**Overview:** Impact Austin is a community of women that seeks to transform lives in the Austin area through high-impact and life-long giving. Members combine \$1,000 annual donations to fund large grants, which are awarded in June of each year to local charitable organizations. We want our funds to make a visible difference in our community. Each year we award \$100,000 grants in each of the following five focus areas: culture, environment, education, health and wellness, and family. The members of Impact Austin will choose the new Community Partners.

All of the money contributed by the members goes to fund these grants; any funds used to operate Impact Austin have been raised from other sources.

Impact Austin's funding cycle runs from July 1st of one year to June 30th of the next year. In each funding year, funds are collected through December, proposals are solicited and evaluated from January through May, and grants are awarded in June. The exact amount of funds available for award in any given funding year will be announced after December 31st.

### **Eligibility:**

In order to be eligible for an Impact Austin grant, an organization must be classified as a "public charity" with tax-exempt status under Section 501(c)(3) and 509(a) of the Internal Revenue Service Code.

In addition, the organization's proposal must:

- Outline a **project or program** that targets a *specific population* for a *specific duration* and with *specific measurable goals* to be achieved;
- Provide services in Bastrop, Hays, Travis and/or Williamson counties, Texas;
- Use the full amount of Impact Austin's available grant; and
- Plan to expend the grant funds within 24 months.

**Types of Programs We Will Not Consider:** Impact Austin will not award its grant for the following:

- General operating expenses
- Debt reduction
- Endowments or memorials
- Bridge funding or interim financing
- Operational deficits
- Partisan, political lobbying or legislative activities
- General fund drives or annual appeals

- Fraternal, sectarian and religious organizations where the grant is intended for the principal benefit of the organization's own members or adherents, or where the grant is intended for inherently religious activities
- Private foundations
- Legal expenses incurred in any action by or against the organization
- General construction or renovation (unrelated to a specific proposed project or program)
- General capital campaigns (unrelated to a specific proposed project or program)
- Fundraising activities or events
- Advertising
- Sports teams or any sports-related activity or competition

Our guidelines are continuing to evolve, and Impact Austin reserves the right to change its criteria without prior notice at any time.

**Other Restrictions:**

- An organization may submit only one application each year.
- An organization that has received a grant from Impact Austin may not reapply in the following two years.

**Focus Areas:** Impact Austin will accept Grant Applications in the following focus areas:

- **Culture:** This focus area includes charitable programs that cultivate, develop, educate and improve the cultural climate in the Greater Austin area.
- **Education:** This focus area includes charitable programs that further the ability to educate and improve education in the Greater Austin area.
- **Environment:** This focus area includes charitable programs that seek to (1) improve, enhance or restore the surroundings in the Greater Austin area; (2) encourage research, public awareness and education relating to the environment; and/or (3) promote conservation of our natural resources.
- **Family:** This focus area includes charitable programs that strengthen and enhance the lives of children and families in the Greater Austin area.
- **Health and Wellness:** This focus area includes charitable programs that positively impact the mental or physical health and wellness of the people in the Greater Austin area.

Each grant applicant must select only one focus area under which it wishes to be considered.

**Review Process:** Impact Austin has a four-part Grant Application process:

1. **Letter of Inquiry:** Each applicant must submit a Letter of Inquiry online via our grants management system. Impact Austin Focus Area Committee members will review all of the submitted Letters of Inquiry and invite certain organizations to complete a Grant Application.

2. **Grant Application:** Each organization invited to complete an application must submit the Grant Application online via Impact Austin's grant management system. You will also be asked to submit various documents to accompany the form. Grant applications must be received by the submission deadline. Impact Austin Focus Area Committee members will review all Grant Applications and select semifinalists to participate in Site Visits
3. **Site Visit:** Impact Austin will conduct a site visit with three to four semifinalists in each Focus Area. Site visits provide an opportunity for Impact Austin members to meet the people behind the organization requesting funding. Site visits include 1:1 interviews with selected representatives from the organization. Following the site visit, Impact Austin Focus Area Committee members will select two finalists from each Focus Area.
4. **Annual Meeting:** Information about each finalist will be provided to all of Impact Austin's members. In addition, representatives from each of the finalists will be invited to attend Impact Austin's annual meeting to provide a five-minute presentation on their organization and the proposed program or project. At the meeting, Impact Austin's members will then vote on the finalist from each focus area, with each member casting one vote and the majority deciding the Community Partners.

Impact Austin reserves the right to reject a Letter of Inquiry or a Grant Application for any reason, including a missed deadline or missing required documentation. Copies of the Letter of Inquiry Form and Grant Application can be found on our website at <http://www.impact-austin.org/>. See each document for more detailed instructions.

**Terms of Grant:** Prior to receiving the grant money, the grant recipient must execute Impact Austin's Terms of Grant. A sample of the Terms of Grant can be found on our website at <http://www.impact-austin.org/>.

**Evaluations:** Impact Austin requires that our Community Partners submit periodic progress reports. Impact Austin emphasizes the use of evaluation to measure program progress and outcomes, promote learning from experience, improve program performance and encourage our Community Partners to build effective self-evaluation plans into their projects. Copies of the interim and final report forms can be found on our website at <http://www.impact-austin.org/>.

**Correspondence:** All written correspondence should be sent to: Impact Austin Non-Profit Coordinator, P.O. Box 28148, Austin, TX 78755. If you have any questions regarding the application process, please check the FAQ's on our website, contact our Non-Profit Coordinator at (512) 335-5540 or e-mail us at <mailto:grants@impact-austin.org>. All forms may be viewed on-line at <http://www.impact-austin.org/>.