

# JOVID FOUNDATION IMPACT GRANT PROGRAM

## **Purpose:**

The Impact Grant Program provides support to help Jovid grantees more effectively and efficiently fulfill their missions and improve long-term sustainability. To that end, a limited number of Impact Grants are available to help strengthen

- Management systems,
- Organizational infrastructure,
- Program evaluation,
- Governance, and
- Executive and board leadership.

In addition, Impact Grant funds may be awarded to nonprofit management organizations to provide capacity-building support to an eligible Jovid organization.

## **Some Examples of What Impact Grants are Available for:**

- Strengthen executive and/or board leadership
- Develop executive/leadership transition and succession plans
- Conduct organizational planning and assessment
- Improve financial management and reporting
- Improve organization's ability to track and evaluate outcomes
- Strengthen the organization's ability to raise funds long-term
- Develop or strengthen a communications or marketing plan
- Explore feasibility of an earned income strategy

## **Impact Grants May Not Be Used for:**

- Expenditures that are included in the organization's operating budget.
- Staff salaries, part-time wages, part-time development staff, or volunteer stipends.
- Requests that do not focus on strengthening management systems, organizational infrastructure, program evaluation, governance, or organizational leadership.
- Providing direct services to clients or participants.

## **Eligibility:**

To apply for an Impact Grant, the following criteria must be met:

- Organization must have received a regular grant from Jovid within 24 months of their Impact Grant application),
- Organization must have an annual operating cash budget of \$1.25 million or less,
- Only one Impact Grant may be received by an organization during a three-year period.

- If an Impact Grant application is declined, an organization may submit another application as long as:
  - The first two eligibility requirements are met, and
  - The previous Impact Grant application was submitted more than six months ago.

Please note that this is different from our regular grant program for which only one request may be submitted during a twelve-month period.

Because there is a limited amount of funds available for Impact Grants, interested organizations are strongly encouraged to first phone the Foundation's Executive Director to discuss their proposed project and to see if potential funding is still available.

An organization may submit an application for renewal funding for a regular Jovid grant and an application for an Impact Grant at the same time.

**Amounts:**

Generally speaking, Impact Grants will range from \$2,500 - \$10,000.

**Match:**

Grantees will be responsible for paying a percentage of the total cost of the project. This cost cannot be in-kind or staff/volunteer time but must be a cash match. The amount of the match is based on the following sliding scale:

If your organization's cash budget is:	Your organization is expected to contribute at least this much of the Impact project budget:
Less than \$250,000	5%
\$250,000 to \$499,000	10%
\$500,000 to \$999,999	15%
\$1 million to \$1.25 million	20%

**Application Process:**

The Impact Grant Program is a two step process:

1. An eligible organization must submit a completed application as described below. Incomplete applications will not be accepted.
2. Site Visit: The Jovid Board will review the application and if there is an interest in exploring the request further, the Foundation's Executive Director will schedule a site visit to discuss the request in depth. A site visit does not constitute a grant commitment.

After the site visit, the Jovid Board will review the request and information obtained at the site visit at a quarterly board meeting. The Foundation will then notify the organization of its decision.

To ensure a thoughtful review, the Board will sometimes defer review of a request to a subsequent Board meeting.

## **Application Format:**

- The application's executive summary and narrative must not exceed five pages.
- A twelve-point font must be used and page margins must be 1".
- For the narrative section, lines must be double spaced.

Applications that do not follow these format requirements will not be accepted.

## **Information to be Included with Application:**

Eligible organizations must submit a completed application that includes the information detailed below:

### **□ Executive Summary** *(1 page maximum; lines do not need to be double spaced in executive summary section)*

- Organization Name
- Mailing Address
- Contact Person Name and Title
- Contact Person Phone & e-mail address
- Federal tax exempt number
- Organization's mission statement
- Issue or Need for which funds are sought
- Organization's Annual Budget
- Project Budget Amount
- Amount Requested from Jovid and Source of Matching Funds
- Signature of Executive Director (and Board Chair if funds are being requested for board development).

### **□ Narrative** *(Parts A - C ; four pages maximum; lines must be double spaced)*

#### **Part A: Issue or Need.**

In this section include:

- A brief overview of the issue or need to be addressed.
- How the issue was identified and how the board and other key stakeholders were involved in identifying the issue or need.
- Why this issue is important and how it affects the organization's ability to achieve its mission and/or effectively deliver services. Why is it important to address this issue now?

#### **Part B: Project Description.**

In this section discuss:

- A description of the project.
- What is going to change or be different in your organization upon project completion? How would the proposed project strengthen your organization, enable you to deliver programs or services more effectively, and better achieve the organization's mission?

- Key organizational personnel who will be involved in the project. Briefly describe what skills and experiences they will bring to the project.
- The process that was used or will be used to identify a consultant, software, or equipment. What criteria were (or will be) used to make your decision?
- Timeline of specific tasks and activities. The timeline should also clearly identify person(s) responsible for each task.

## **Part C: Project Outcomes.**

In this section list three to five anticipated outcomes and indicate how these outcomes will be evaluated to determine the project's impact and success.

Please be sure that the outcomes listed are realistic and measurable. If your organization is awarded an Impact Grant, you will be required to report on these outcomes to the Jovid Board upon project completion.

### **□ Attachments** *(do not count toward page limit)*

- Project budget that details revenues and expenses. Clearly identify the revenue sources being used for the organization's cash match.
- Current organizational budget
- Y-T-D organizational statement of activities (income statement) and statement of financial position (balance sheet).
- If applicable, consultant's resume and resumes of key staff working on project.

## **Application Submission:**

Impact Grant applications must be received at the Foundation as shown on the schedule below. Applications may be submitted either on paper or by e-mail. Applications may not be faxed.

- For application submissions by e-mail:
  - The application and all attachments (including any spreadsheets) must be combined into one PDF or Word document. An e-mail with multiple attachments will not be accepted. If there are one or two attachments that are not available electronically, please contact the Foundation's Executive Director prior to submission to determine if electronic submission can still be accepted.
- For application submissions by paper:
  - Only one copy of the proposal and attachments need be submitted.
  - Please do not staple or bind proposal or attachments.
  - Submit all information on letter-sized paper (8 1/2 x 11 inches).

## **Application Deadlines:**

Completed Impact grant applications must be received at the Foundation office by 5 p.m. on the following dates:

**Impact Grant  
Application**

**Due by 5 p.m. on  
Tuesday:**

January 12th, 2010  
April 13th, 2010  
July 13th, 2010  
October 5th, 2010

**If Requested, Site Visit will  
be Scheduled:**

January or February  
April or May  
July or August  
October or November

**Application will be  
Considered at the:**

March meeting  
June meeting  
September meeting  
December meeting

It is the responsibility of organization to ensure that the e-mail or paper application has been received at the Foundation by the 5 p.m. deadline. Applications received after 5 p.m. will be held until the next deadline for consideration.

**Report:**

The Foundation requires that a final report be submitted that discusses the accomplishments and impact of the grant. Details will be provided to organizations that receive an Impact Grant.

**Additional Information:**

Please contact Bob Wittig at 202.686.2616 if you have any questions about Jovid's Impact Grant Program.