



# HEADWATERS<sup>TM</sup>

FOUNDATION *for* JUSTICE

## COMMUNITY INNOVATION GRANT INFORMATION PACKET

Headwaters Foundation for Justice is proud to offer Community Innovation Grants in partnership with the Bush Foundation



## **How to Apply**

Headwaters Foundation for Justice accepts applications through our online application system. Click [here](#) to access our Grant Portal. If this is your first application to Headwaters *since September 2018*, you will need to register by clicking “New Applicant.”

To access historic applications or reports (anything before September 2018) login [here](#).

If you have any questions or need assistance, please contact Noelle Martinez (contact info below).

## **Key Dates**

The application will open on Wednesday January 9, 2019 at 9 a.m. and close on Wednesday, January 23, 2019 at 5 p.m. Late or incomplete applications will not be accepted.

## **Contacts**

For questions about grant criteria and eligibility:

Melissa Rudnick, Senior Program Officer  
Email: [melissa@headwatersfoundation.org](mailto:melissa@headwatersfoundation.org)  
Phone Number: 612-400-6266

For questions about accessing and navigating the Grant Portal:

Noelle Martinez  
Email: [noelle@headwatersfoundation.org](mailto:noelle@headwatersfoundation.org)  
Phone Number: 612-400-6262

## **Community Innovation Grant Program Basics**

Headwaters Foundation for Justice is proud to partner with the Bush Foundation to offer Community Innovation Grants, which support communities to use problem solving processes that lead to more effective, equitable, and sustainable solutions. This grant allows communities to increase collective understanding of an issue, generate ideas, and/or test and implement solutions. We offer Community Innovation Grants three times per year.

Applicants can request the amount needed for their Community Innovation project, within the \$500 to \$10,000 range.

We look to you to identify and define your community. For example, this could be a geographic community (e.g. neighborhood, town, state, or Native nation) and/or it could be a community of common interest and/or racial or cultural identity.

We are not prioritizing any specific issues and instead are open to projects that address all sorts of community needs and opportunities. In addition, projects can be at various stages of the problem-solving process including identifying the need, increasing collective understanding of the issue, generating ideas, or testing and implementing solutions. Proposals can focus on one area or span multiple stages.

## **Community Innovation Grant Criteria**

### **The proposal must be for a new project or process**

The project must be completed within one year. The project can be a one year phase of a multi-year initiative.

### **Fit with Community Innovation Grants Program**

Does the project use inclusive, collaborative, and resourceful processes?

Inclusive: meaningfully engaging key stakeholders – thoughtfully identifying those needed to create the intended change and including those directly affected by the problem

Collaborative: a true joint effort, with partners willing to share ownership and decision-making as they pursue an innovation together

Resourceful: using existing resources and assets creatively to make the most of what a community already has

Innovative: leads to a community innovation - a breakthrough in addressing a community need or opportunity that is more effective, equitable, or sustainable than existing approaches

### **Implementation**

Is the project plan thoughtful and realistic? Does it address the identified community need? Does the applicant have the capacity to execute the work effectively or have a plan to meet the needed capacity?

### **Impact**

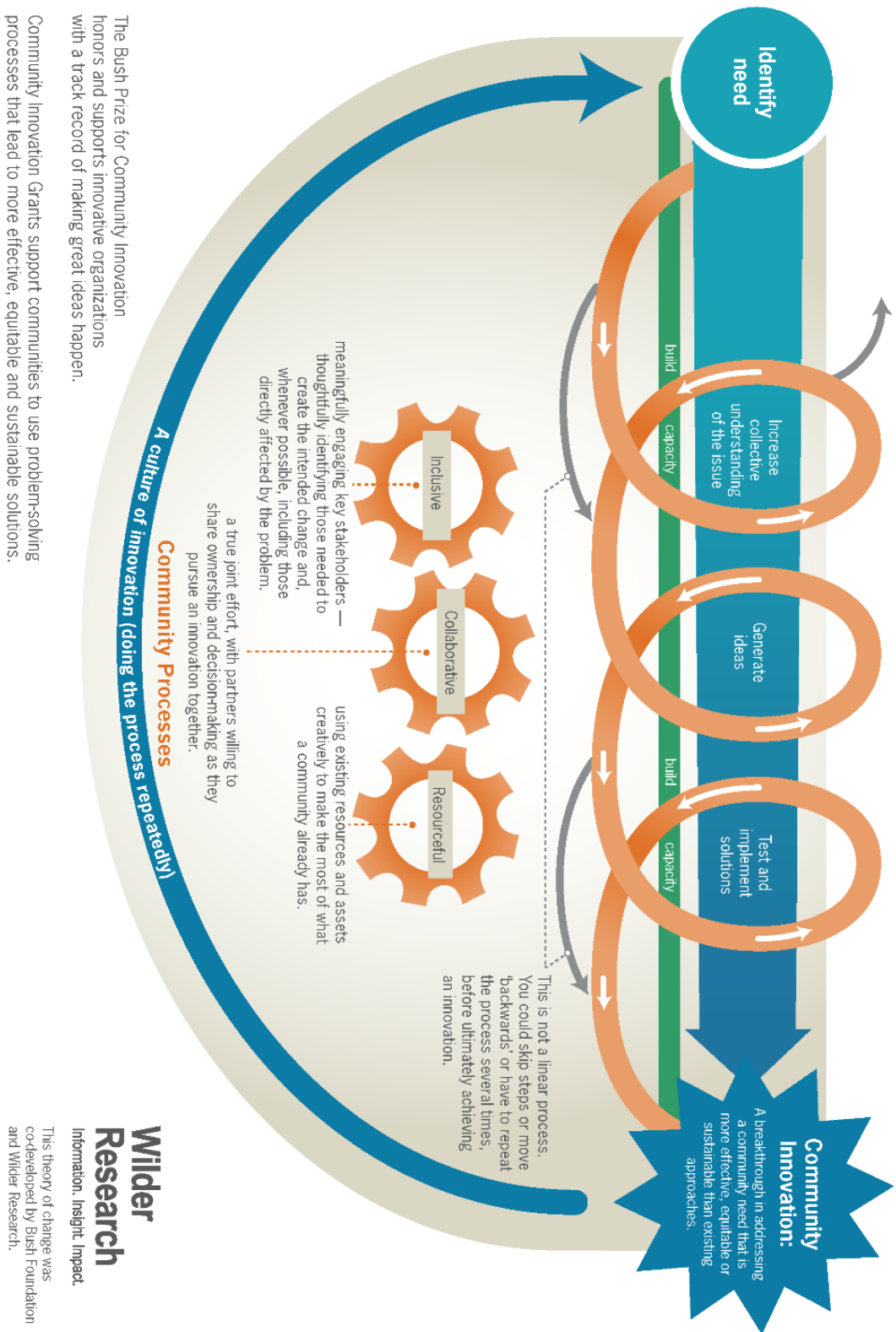
Is the project likely to make a significant, sustainable difference, now or in the future? Will the project inspire or inform others?

### **Portfolio**

At least 50% of Community Innovation Grants will be projects that address racial and economic disparities. For the purpose of this grant program, we define this as proposals that seek to actively reduce structural and/or systemic gaps in access, outcomes, opportunities, or treatment based on race/ethnicity or economic standing.

## Theory of Change

Please refer to the Bush Foundation visual below.



## **Community Innovation Grant Eligibility**

- To be selected for funding, organizations must be a legally incorporated entity with 501(c)(3) status or have a fiscal agent.
- Headwaters Foundation for Justice does not fund individuals.
- Organizations must carry out their work in Minnesota.
- Headwaters' support cannot be used for partisan efforts.
- If your organization has received a grant from Headwaters Foundation for Justice in the past, you must fulfill all reporting requirements in order to be eligible for additional funds.
- If you have received a Community Innovation Grant from Headwaters Foundation for Justice in the last 12 months, your project must be complete and your final report submitted in order to apply again.
- Headwaters Foundation for Justice encourages emerging organizations to apply for funding.
- Headwaters Foundation for Justice does not accept incomplete or late applications.

## **Additional Considerations**

We will seek a portfolio of Community Innovation Grantees with balance across:

- Size of community impacted
- Size of applicant organization
- Size of grant request
- Demographics of communities served
- Organizations based in both rural and urban Minnesota
- Type of issue addressed
- We will favor/prioritize proposals with project budget sizes that are of appropriate scale to this \$500 - \$10,000 grant opportunity.

## **Application Components:**

### Groups/Organizations Applying with a Fiscal Sponsor:

- **Answers** to all application questions
- Your group/organization's most recent **Organization Budget**
- Your group/organization's **Project Budget**
- Your group/organization's **Staff List** –If you do not have paid staff, provide a list of your key volunteer leaders and/or decision-makers.
- Your group/organization's **Board List** –If you do not have a formal board, provide a list of your key volunteer leaders and/or decision-makers.
- A **letter, dated within the last six months**, from your fiscal sponsor's Executive Director verifying your fiscal relationship
- A copy of your fiscal sponsor's **IRS Letter of Determination**
- Your fiscal sponsor's most recent **audited financials** (If your fiscal sponsor does not have audited financials, please provide their most recent 990.)
- Your group/organization's **year-end income and expense report**
- Your group/organization's **current balance sheet**

### 501(c)3 Organizations:

- **Answers** to all application questions
- Most recent **Organization Budget**
- **Project Budget**
- **Staff List** –If you do not have paid staff, provide a list of your key volunteer leaders and/or decision makers
- **Board List**
- A copy of your organization's **IRS Letter of Determination**

## **NARRATIVE QUESTIONS**

A complete Community Innovation Grant application will include all required attachments (as described on page 7-8) and answers to all questions on the web application. Headwaters Foundation does not accept incomplete or late applications.

### **NARRATIVE QUESTIONS INCLUDE:**

1. Amount Requested (\$500 - \$10,000)
2. Has your group/organization applied to the Bush Foundation for a Community Innovation Grant in the past year? **(Yes or No)**
  - a. Did your group/organization receive the Bush Foundation Community Innovation Grant? **(Yes, No, or Has Not Applied)**
  - b. If yes, how is the project in this proposal different than the work that was funded by the Bush Foundation Community Innovation Grant? If no, or if your group/organization has not applied, put “no” or “N/A” below. **(350 word limit)**
3. Has your group/organization ever applied to Headwaters Foundation for Justice for a Community Innovation Grant in the past? **(Yes or No)**
  - a. Has your group/organization ever received a Headwaters Foundation for Justice Community Innovation Grant in the past? **(Yes, No, or Has Not Applied)**
  - b. If yes, how is the project in this proposal different than the work that was funded by Headwaters Foundation for Justice for your previous Community Innovation Grant? If no, or if your organization has not applied, please put “no” or “N/A” below **(350 word limit)**
4. Summarize your project in the space provided below. **(350 word limit)**
5. How does the process lead to a community innovation – a breakthrough in addressing a community need or opportunity that is more effective, equitable, or sustainable than existing approaches? Note: Projects can be at various stages of the innovation process including identifying the need, increasing collective understanding of the issue, generating ideas, or testing and implementing solutions. **(350 word limit)**



6. Where on the “Theory of Change” does your work fall? (*Refer to the chart on page 5 of the Community Innovation Grant Information Packet.*)
  - a. Increase Collective Understanding of the Problem **(Yes or No)**
  - b. Generate ideas **(Yes or No)**
  - c. Test and implement solutions **(Yes or No)**
7. What outcome do you hope to achieve from this project or process? **(350 word limit)**
8. What is the timeline of this program? (Please note: the length of the program cannot be greater than one year). How is this project or process is different than the ongoing work of your organization? **(350 word limit)**
9. Who is the constituency most affected by the community need, issue, or solution? **(350 word limit)**
10. How does the project use inclusive processes? (Inclusive: Meaningfully engaging key stakeholders – thoughtfully identifying those needed to create the intended change and including those directly affected by the problem) **(350 word limit)**
11. How does the project use collaborative processes? (Collaborative: a true joint effort, with partners willing to share ownership and decision-making as they pursue an innovation together) **(350 word limit)**
12. How does this project use resourceful processes? (Resourceful: using existing resources and assets creatively to make the most of what a community already has) **(350 word limit)**
13. What is your capacity to execute the work effectively or what plan did you create to meet the needed capacity? (Capacity can include volunteers, partnerships, reputation, finances, etc.) **(350 word limit)**
14. Describe how your group/organization’s staff reflects the community with whom you work. (If you do not have paid staff, please share about your key volunteer leaders and/or decision-makers) **(300 word limit)**
15. Describe how your group/organization’s Board reflects the community with whom you work. (If you do not have a formal board, nor additional volunteers or leaders, you may write that as your response) **(300 word limit)**

16. Project Budget (You are required to fill-in the online form, included in the web application).

17. Organization Budget (You are required to upload your organization's budget).

18. Any additional required attachments (see page 7).

## **PROJECT BUDGET**

**NOTE:** You will see the following form included in the online web application. You are required to fill in the form online as part of your application.

<b>Project budget for the period of (enter date) to (enter date)</b>	
<b>Project Revenue</b>	
Amount Requesting from Headwaters (between \$500 - \$10,000):	
Other Foundations*	
Government Grants & Contracts*	
Corporations*	
United Way or other federated campaigns*	
Individual contributions	
Fundraising events & products	
Membership income	
In-kind support	
Other (specify)	
<b>Total Project Revenue (please provide total)</b>	
<b>Project Expenses</b>	
Salaries/Wages	
Payroll Taxes & Benefits	

Consultants & Professional Fees	
Travel	
Equipment	
Supplies	
Training	
Printing & Copying	
Telephone & Fax	
Postage & Delivery	
Rent & Utilities	
In-kind expenses	
Other (Please specify)	
<b>Total Project Expenses</b>	

\* Revenue detail from above:

<b>Name of Funder</b>	<b>Amount</b>	<b>Status (Planned, pending or confirmed)</b>