



HEADWATERSTM

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



BUSH
FOUNDATION

How to Apply

Headwaters Foundation for Justice accepts applications through our Grant Portal at:
https://www.grantrequest.com/SID_5963?SA=AM.

If this is your organization's first time using our online portal *since September 2018*, you will need to register by clicking "Register Here" under the email field. Each organization may have only one username and password.

Key Dates

The application will open on Tuesday September 10, 2019 at 9 a.m. and close on Tuesday September 24, 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
Phone Number: 612-400-6266

For questions about accessing and navigating the Grant Portal:

Noelle Martinez
Email: 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

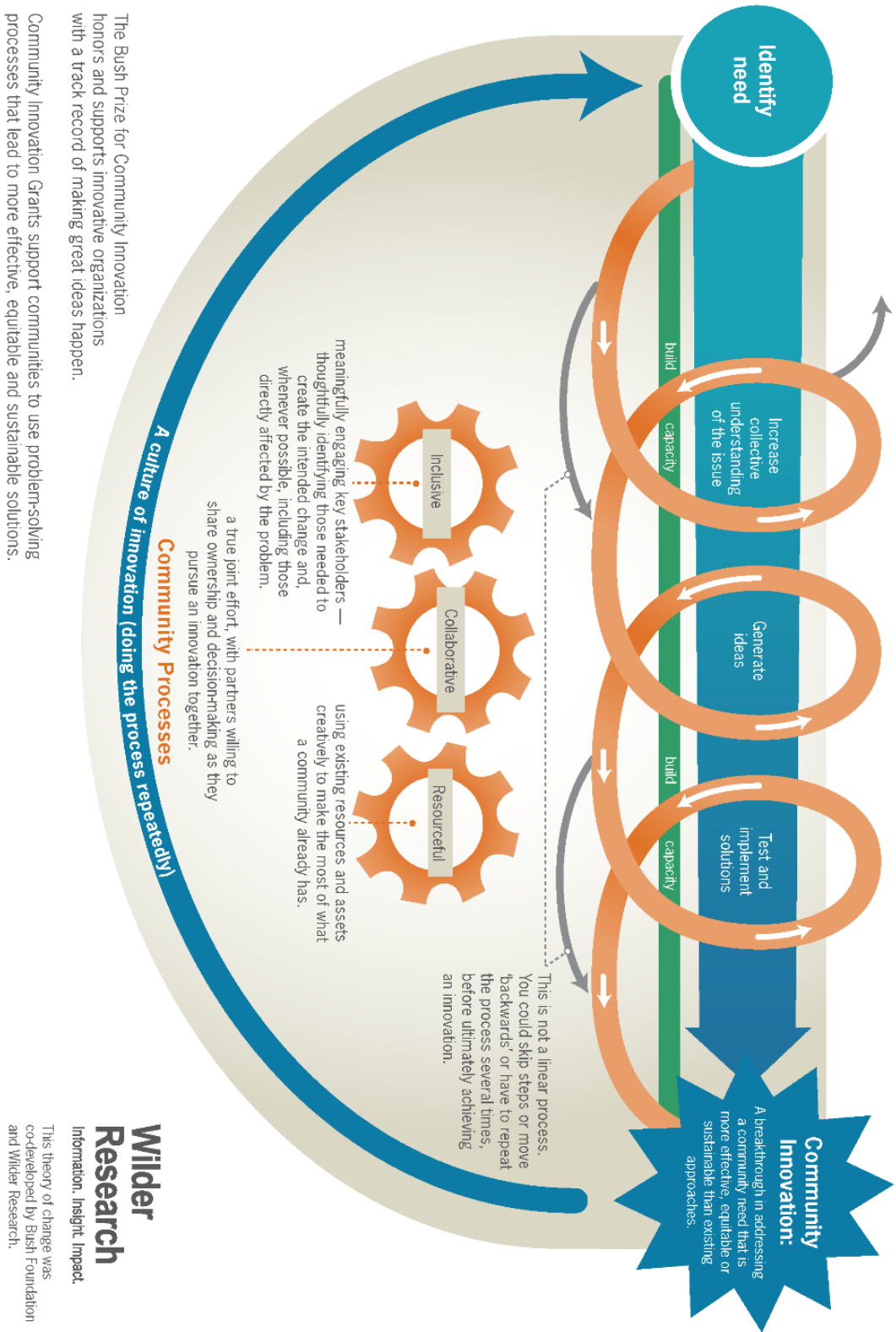
Is the project likely to make a significant, sustainable difference, now or in the future? Will the project inspire or inform others?

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, to be eligible you must not have any outstanding overdue final reports.
- 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

Each required application component is detailed below: Required Attachments, Grant History, Narrative Questions, and Project Budget. In addition to these, you will be asked to provide up to date contact information.

Required Attachments

Groups/Organizations Applying with a Fiscal Sponsor:

- Your most recent **Organization Budget** (Optional [Template Here](#))
 - This document should include:
 - Organization name
 - Start/End dates of your current fiscal year
 - Detailed expenses for your current fiscal year
 - Detailed income sources for your current fiscal year
- Your **Staff List** –If you do not have paid staff, provide a list of your key volunteer leaders and/or decision-makers.
- Your **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
- Your fiscal sponsor's most recent **audited financials** (If your fiscal sponsor does not have audited financials, please provide their most recent 990.)
- Your **most recent year-end income and expense report** (Optional [Template Here](#))
 - This document should include:
 - Organization name
 - Start/End dates of the detailed fiscal year
 - Detailed expenses
 - Detailed revenue sources
 - Change in net assets
- Your **current balance sheet** (Optional [Template Here](#))
 - This document should include:
 - Organization name
 - Date range
 - Detailed assets
 - Detailed liabilities
 - Net assets

501(c)3 Organizations:

- Your most recent **Organization Budget** (Optional [Template Here](#))
 - This document should include:
 - Organization name
 - Start/End dates of your current fiscal year
 - Detailed expenses for your current fiscal year
 - Detailed income sources for your current fiscal year
- **Staff List** –If you do not have paid staff, provide a list of your key volunteer leaders and/or decision makers
- **Board List**
- Your most **recently completed 990** (or 990-EZ, or 990-N)

Grant History

1. 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)**

2. Has your group/organization ever received a Headwaters Foundation for Justice Community Innovation Grant in the past? **(Yes, No, or Has Not Applied)**
 - a. 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)**

Narrative Questions

1. Amount Requested (\$500 - \$10,000)

2. Summarize your project in the space provided below. **(350 word limit)**

3. 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)**

4. What outcome do you hope to achieve from this project or process? **(350 word limit)**

5. 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 different than the ongoing work of your organization? **(350 word limit)**

6. 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)**

7. Who is the constituency most affected by the community need, issue, or solution? **(350 word limit)**
8. 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)**
9. 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)**
10. 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)**
11. 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)**
12. 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)**
13. 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)**

Project Budget

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.

Project Budget for the period of (enter date) to (enter date)	
Project Revenue	
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)	
Total Project Revenue	
Project Expenses	
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)	
Total Project Expenses	

Top 3 Foundation Sources:

List your top 3 foundation sources: Name of Funder, Amount, Status (planned, pending or confirmed)

Name of Funder	Amount	Status (planned, pending or confirmed)

What is your annual organizational budget?