



**HEADWATERS**<sup>TM</sup>

FOUNDATION *for* JUSTICE

# **Giving Project Grant**

## **2020 Guidelines & Application**

[www.headwatersfoundation.org](http://www.headwatersfoundation.org)

# Giving Project Grant 2020 Guidelines & Application

## About the Fund

Giving Project Grants support organizations across Minnesota that are led by and for Black, Indigenous, and People of Color (BIPOC) who use a community organizing approach to advance equity and justice.

The grant provides one-year of general operating support in the amount of \$15,000.

Grant dollars are raised and awarded by participants of the [Giving Project](#): a 25-person cross-race, cross-class cohort of community members.

## Who is a Giving Project Grant recipient?

Headwaters Foundation for Justice (HFJ) believes that people who are closest to injustice have the wisdom and power to transform society. Giving Project Grants support organizations that prioritize community organizing as the core strategy to engage and build power in their communities in order to change systems and advance equity and justice.

We recognize and value that there are different approaches to community organizing; and that organizing looks different in every community.

While the work will differ, all Giving Project grantees will share the following characteristics:

- They use community organizing as a core strategy to engage and build power in their communities in order to change systems and advance equity and justice.
- They are led by and for BIPOC communities most directly affected by the issues the organization is working on. At least 51% of their board of directors, staff and community identify as BIPOC.
- Their leadership is accountable to their community.
- They continually build leadership from within their membership, base, or community. The base has a role in the organization's decision-making.
- They bring people together to build power they wouldn't have individually. We define power as "the capacity of a group of people to decide what they want and to act in an organized way to get it." (Class Action, Building Bridges Across the Class Divide).
- They use that power to create institutional, cultural, and/or structural change.
- They see their organization as part of a larger movement for social change, and work towards strengthening that movement.
- They use an intersectional, cross-issue approach that makes connections between race, class, and gender.
- They have limited access to mainstream funding sources.

## Eligible Organizations

HFJ encourages emerging and established organizations at all stages of work to apply for a Giving Project Grant.

To be eligible an organization must:

- Be legally incorporated entity with 501(c)(3), or, 501(c)(4) status, or have a fiscal sponsor.
- Be based in and carry out their work in Minnesota.
- Satisfy reporting requirements for all previous HFJ grants.

## Ineligible Organizations & Activities

The following entities and activities are ineligible for this grant:

- Organizations that primarily provide direct services.
- Projects sponsored by a government agency.
- Endowment funds or capital campaigns.
- Individuals; these grants are for organizations.
- Partisan efforts.
- Late or incomplete applications.

## Application Deadline

You must submit your organization's application by 5 p.m. Central on Thursday, February 6, 2020 via our Grant Portal. We will not consider late or incomplete applications.



## Application Requirements

A complete application will have:

- Complete answers to all application questions including financial information
- Provide a full list of current board and staff, including demographics, using the template we provide on page 5
- If your organization is a 501(c)(3) or 501(c)(4), you must provide:
  - Your most recently completed 990. If your organization does not file a 990, please attach your most recent 990-EZ or 990-N
- If your organization is using a fiscal sponsor, you must provide:
  - A letter, dated within the last six months, from the fiscal sponsor's Executive Director verifying the fiscal relationship;
  - The fiscal sponsor's most recent audited financials (if your fiscal sponsor does not have audited financials, please submit their most recent 990, 990-EZ, or 990-N);
  - Your most recent year-end income and expense report; and
  - Your current balance sheet.

## Questions

For general questions contact:

Noelle Martinez  
noelle@headwatersfoundation.org  
612-400-6262

or

Melissa Rudnick  
melissa@headwatersfoundation.org  
612-400-6266

For questions about accessing and navigating the Grant Portal, contact Noelle Martinez.



# Application

## Proposal Narrative

All questions have a 400-word limit.

### 1. Organization Description

Provide a summary of your organization, including your mission, history, goals, and major successes.

### 2. Organizing for Social Change

Giving Project Grants support organizations across Minnesota that are led by and for Black, Indigenous, and People of Color (BIPOC) who use a community organizing approach to advance equity and justice. Organizations must have an organized constituency base, a clear analysis of structures and systems that challenge their community, and concrete goals and strategies to build power and change systems.

Please discuss the following areas as they relate to your organization:

- What problems, needs, or opportunities does your work address?
- What are the root causes of these issues?
- How does your organization build collective power?
- How will your work address the root causes and underlying power dynamics of the identified issues?

### 3. Constituency Leadership

Giving Project Grants support BIPOC communities and leadership. Please discuss the following areas as they relate to your organization:

- Which BIPOC communities are most directly impacted by the issues your organization addresses?
- How are BIPOC communities involved in your organization's leadership?
- How does your organization develop BIPOC leaders from within your community and base?

### 4. Decision-Making Power and Accountability

Explain how your senior leadership, staff, and board reflect and are accountable to the BIPOC community your organization serves. Please discuss the following areas as they relate to your organization:

- Who has decision-making power, and how are decisions made? How is your organization accountable to and reflective of your community?
- If your leadership, staff, or board does not reflect BIPOC communities, please explain why.

Complete the provided [Staff and Board List template](#) (example on next page) and upload it in the space provided.

### Board of Directors, Staff, and Key Volunteers/Leaders

Instructions: Use this spreadsheet to provide a list of your organization's board of directors, staff, and key volunteers/leaders. You are required to provide names, roles, and race for each individual. If there are additional identities (such as ethnicity, gender, and sexual orientation) that are important to the make-up of your core constituency, please provide that information as well. For identities, such as 'low-wage worker' or 'tenant,' please utilize the Other column. Below are two examples of how to use this spreadsheet.

First Name	Last Name	Role	Race	Ethnicity	Gender	Sexual Orientation	Other
<i>Required</i>	<i>Required</i>	<i>Required</i>	<i>Required</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>
<i>Example: Maria</i>	<i>Gonzalez</i>	<i>Executive Director</i>	<i>Latinx</i>		<i>Cisgender woman</i>	<i>Queer</i>	<i>Low-wage worker</i>
<i>Example: Mohamed</i>	<i>Hussain</i>	<i>Leader</i>	<i>African</i>	<i>Somali</i>			<i>Tenant</i>
<small>Add more rows with the "+" symbol</small>							

**5. Work Plan**

Please describe your work plan for the next year. What are your overall goals and strategies? What are your planned activities and objectives? How will you know you are successful?

**6. Racial Justice and Cross-issue Analysis**

We prioritize organizations that use an intersectional approach to work on racial, gender, and economic justice. Tell us how your organization draws connections across lines of race, gender, and class.

**7. Partnerships**

HFJ believes partnerships are core to the work of social change. Tell us about a specific partnership you belong to and your role.

- What is the partnership's purpose and impact?
- Why do you invest in this particular partnership?
- What is your organization's role in the partnership? And, how has your organization impacted the work?
- How has the partnership impacted your organization and community?

## Required Financial Information

Please note: Applicants are not required to submit any form of a budget. Instead, we ask a series of finance related questions that help us understand what resources you are working with and how you plan to sustain the work.

### 1. Current Foundation Funders

List your current foundation funders. Include the name of the foundation and the amount they currently give.

### 2. Prospective Foundation Funders

List prospective foundation funders. Include the name of the foundation and the amount they are projected to give.

### 3. Status of Foundation Fundraising

Describe the status of your foundation fundraising efforts. We are interested in learning about any new funders you have secured in the last year, any funders that may be cycling off from supporting your work, and any other unexpected changes (good or bad) in your overall foundation fundraising.

### 4. Funding Diversification

Are you diversifying or trying any new approaches to fundraising (e.g. matching grants, grassroots fundraising, events, new appeals, major donor development, or government grants)? If so, what results are you seeing?

### 5. What was your *actual revenue* for the most recently completed fiscal year?

### 6. What was your *actual expense* for your most recently completed fiscal year?

### 7. Please indicate which of the following you are projecting for the current fiscal year?

a. Revenue (select one): Increased, Decreased, or Stable

b. Expenses (select one): Increased, Decreased, or Stable

### 8. Anticipated Changes

What do you expect to be changing in your current fiscal year and next fiscal year? For example: major new expenses, major savings, staff expansions or contractions, new programs or campaign expenses, or major capital costs (moving or expanding office space, major computer upgrades, new database, buying a building or building maintenance, etc.)

## Financial Attachments

501(c)(3) or 501(c)(4) organizations must upload:

- Your most recently completed 990. If your organization does not file a 990, please attach your most recent 990-EZ or 990-N.

Fiscally-sponsored organizations must upload:

- Your most recent year-end income and expense report
- Your current balance sheet
- Note: Additional requirements for fiscally sponsored applicants are listed on page three. These attachments are uploaded on the Organization Information tab.

## Questions

For general questions contact:

- Noelle Martinez, [noelle@headwatersfoundation.org](mailto:noelle@headwatersfoundation.org) or 612- 400-6262, or
- Melissa Rudnick, [melissa@headwatersfoundation.org](mailto:melissa@headwatersfoundation.org) or 612-400-6266

For questions about accessing and navigating the Grant Portal, contact Noelle Martinez.



2801 21st Avenue South  
Suite 132B  
Minneapolis, Minnesota 55407