



**HEADWATERS™**

FOUNDATION *for* JUSTICE

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

# Community Innovation Grants

## Criteria, Guidelines & Application

Headwaters Foundation is proud to offer Community Innovation Grants through a partnership with the Bush Foundation



BUSH  
FOUNDATION



# HEADWATERS<sup>TM</sup>

FOUNDATION *for* JUSTICE

## COMMUNITY INNOVATION GRANT INFORMATION PACKET

Criteria, Guidelines, Requirements & Application Questions

*Headwaters Foundation is proud to offer Community Innovation Grants  
through a partnership with the Bush Foundation*



## **How to Apply**

Headwaters Foundation for Justice accepts applications through our Grant Portal at:  
[https://www.grantrequest.com/SID\\_5963?SA=AM](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**

- Application opens: **Monday, August 16th, 2021**
- Application closes: **5p CT on Thursday, September 2nd, 2021**
- Late or incomplete applications will not be accepted.
- Applicants will learn in December 2021 whether they've been selected for funding.

**Note:** The Community Innovation Grant program is adapting and evolving to be even more flexible and responsive to community needs! Please visit the [Bush Foundation](#) website to learn more. After 2021, Community Innovation Grants will not be offered through Headwaters, but will continue to be offered through the Bush Foundation. Headwaters Foundation for Justice will continue to offer our other [funds](#).

## **Contacts**

For questions about grant criteria and eligibility:

[program@headwatersfoundation.org](mailto:program@headwatersfoundation.org)

To schedule a time to talk with a member of our team:

<https://communityinnovationgrant.youcanbook.me/>

For questions about accessing and navigating the Grant Portal:

Ari Baum-Hommes, Grants Associate

Email: [ari@headwatersfoundation.org](mailto:ari@headwatersfoundation.org)

Phone Number: 612-400-6261

## **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 project-specific grant allows communities to increase collective understanding of an issue, generate ideas, and/or test and implement solutions.

Applicants can request the amount needed for their Community Innovation project, within the \$500 to \$20,000 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 don't prioritize any specific issues; instead, we're open to projects that address all sorts of community needs and opportunities. 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, process, approach, or phase of work**

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**

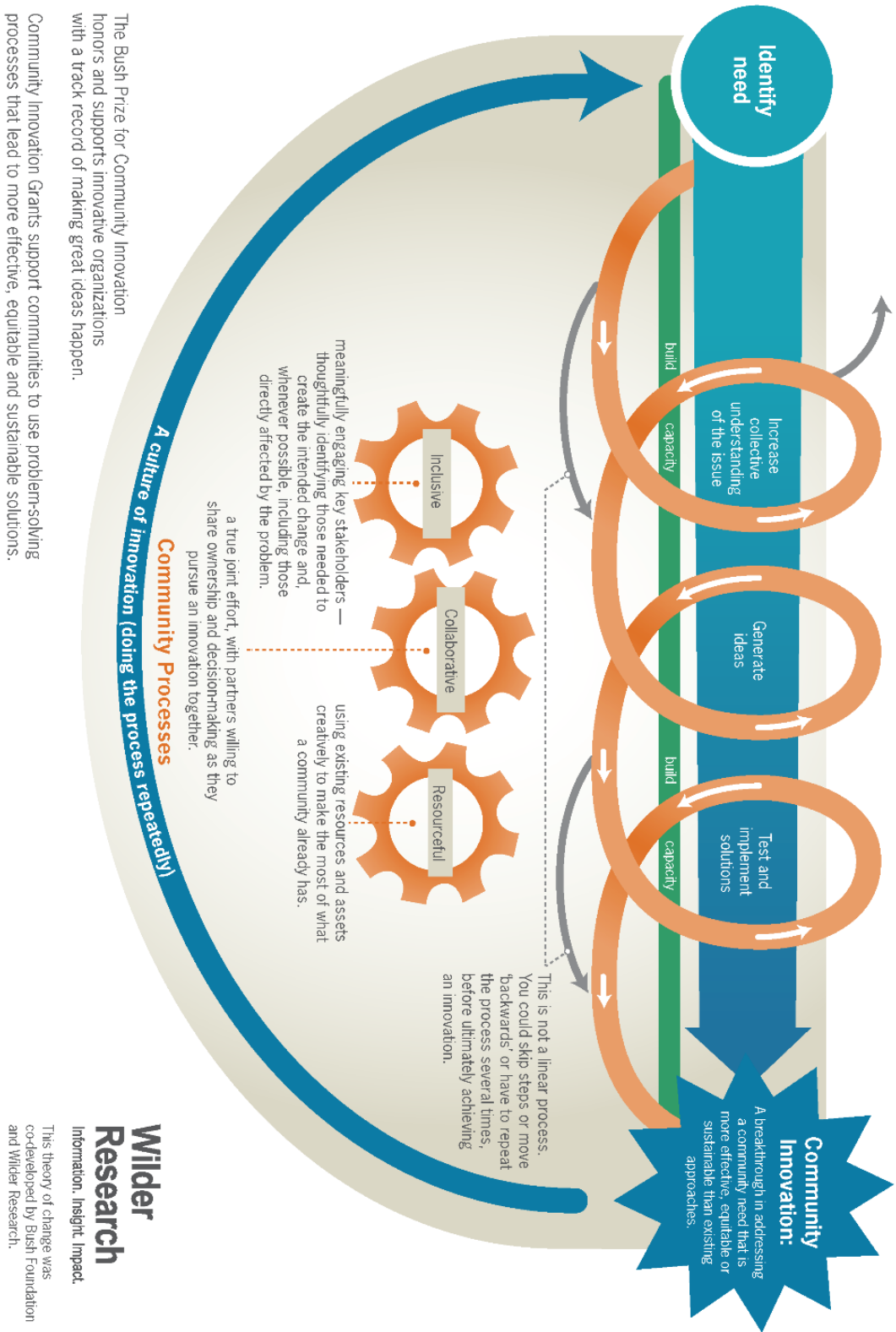
Is the project likely to make a significant, sustainable difference, now or in the future? Will the project inspire or inform others?

### **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.



The Bush Prize for Community Innovation honors and supports innovative organizations with a track record of making great ideas happen.

Community Innovation Grants support communities to use problem-solving processes that lead to more effective, equitable and sustainable solutions.

## 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 complete all reporting requirements in order to be eligible. You cannot have overdue or outstanding reports at the time the application is submitted.
- 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 and established organizations to apply for funding.
- Headwaters Foundation for Justice does not accept incomplete or late applications.
- If your organization received a **Transformation Fund** grant from Headwaters in June 2021, you are not eligible to apply for a Community Innovation Grant at this time. We want to prioritize organizations that haven't yet received significant resources (\$75,000 or more) from Headwaters in 2021.

## 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 - \$20,000 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

All attachments must be in one of the following file formats: .doc, .docx, or .pdf. If you are converting an excel file to one of these formats, you must ensure that the resulting document is legible before attaching to the application. The required documents for 501c3 and fiscally sponsored organizations are listed below.

#### 501(c)3 Organizations:

- Your most recent **Organization Budget**
  - Use the required [template](#)
  - 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 & Board List** –
  - Use the required [template](#)
  - If you do not have paid staff, provide a list of your key volunteer leaders, and/or core leadership team, and/or key decision makers
  
- Your most **recently completed 990** (or 990-EZ, or 990-N)

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

- Your most recent **Organization Budget**
  - Please use the required [template](#)
  - 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 & Board List –**
  - Use the required [template](#)
  - If you do not have paid staff, provide a list of your key volunteer leaders, and/or core leadership team, and/or key decision makers
  
- **A signed 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**
  - Use this required [template](#)
  - 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**
  - Use this required [template](#)
  - This document should include:
    - Organization name
    - Date range
    - Detailed assets
    - Detailed liabilities
    - Net assets

### **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 - \$20,000)
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 list key activities for:
  - Months 1-3
  - Months 3-6
  - Months 6-9
  - Months 9-12**(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 community 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 following information online; you will not upload this information as an attachment.

<b>Project Budget for the period of (enter date) to (enter date)</b>	
<b>Project Revenue</b>	
Amount Requesting from Headwaters (between \$500 - \$20,000):	
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</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>	

Top 3 Foundation Sources:

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

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

What is your annual organizational budget?