



City of Terre Haute and United Way Nonprofit Grant Program

Purpose

The goal of this grant program is to provide financial support for nonprofits in the City of Terre Haute to respond to the negative impacts of the COVID-19 pandemic. The COVID-19 pandemic disrupted nearly all aspects of support services from local community nonprofits increasing needs in programing and staffing while crippling fundraising efforts. These grants are intended to help alleviate the pressure of operational supports for nonprofits and allow them to build capacity and organizational development that responds and adapts to the growing needs of our most vulnerable in the City of Terre Haute. These grants are designed to help organizations work more efficiently and effectively and are meant to aid development at a structural level, increasing an organization's ability to deliver on its mission over time. They are not intended to cover routine core operating expenses nor provide on-going programmatic support.

Capacity building and organizational development are not just about the capacity of a nonprofit today: they're about the nonprofit's ability to deliver on its mission effectively now and in the future. Capacity building is an investment in the effectiveness and future sustainability of a nonprofit.

Goals

Build capacity and organizational development of nonprofit community
Strengthen organization's infrastructure, management, and/or governance
Increase organizational effectiveness

Eligible Use of Funds

- Organizational planning and technical assistance
 - o Strategic planning
 - o Succession planning
 - o Fund development planning
 - o Establishing or upgrading a volunteer/donor management system
 - o External communication strategy planning and execution
- Staff development and training for employee retention
 - o Conferences, trainings, or workshops that promote skill development or mission-focused development. Opportunities must be significantly related to the applicant's position and the agency's mission. The applicant should be able to prove how the opportunity will improve their ability to do their job.
 - Examples of opportunities include conferences such as the National Mentoring Summit, courses at the Indiana University Lilly Family School of Philanthropy, or



memberships to training organizations like the Non-Profit Learning Lab for ongoing skill development programs.

- Funds may be used for registration fees or tuition reimbursement and one of the following: hotel expenses, mileage reimbursement, or airfare reimbursement.
- Capital expenditures
 - Equipment, technology upgrades, licensing fees, and software
- Infrastructure
 - Improvements, renovations, major repairs, expansion
 - Note: Preference given to owned buildings and those who use local contractors
- Match for other major grants or funding opportunities that relate to capacity building

Ineligible Use of Funds

- Debt payments
- Building lease
- Utilities
- Insurance
- Ongoing programmatic support
- Routine operating expenses

Grant Award Amounts

There is \$750,000 available for this program. Grant awards will be made up to a max of \$50,000 and a minimum of \$10,000. Grant amounts will be based on supporting the applicant's goal in their application. Awardees will have 18 months to complete projects.

Project Qualification Survey

As the first step, each applicant will complete a Project Qualification Survey outlining their basic funding request, and provide Stewardship Package documents. Review of these documents will determine whether or not an organization is eligible to apply for funding. This will help potential applicants avoid developing lengthy proposals which are not competitive. It will also potentially reduce the number of applicants submitting full proposals to a manageable size for thorough review.

If the Project Qualification Survey doesn't align with eligible funding opportunities, varies significantly from the grant purpose and outcomes, or if any of the requested Stewardship Package documents are not available and submitted, an organization will not be allowed to submit a full application and will be removed from the process and notified of the decision.

Application Review Process

United Way staff and the grant oversight committee members will review all Project Qualification Surveys and Stewardship Package documents for completeness and eligibility. Those deemed eligible



will be invited to the full application process. Following this review process, the grant oversight committee will be disbanded.

Members of the grant oversight committee could include but not be limited to:

- One appointed member from Terre Haute City Council - nominated by the President
- Mayor of Terre Haute
- United Way executive leadership
- Community Impact Committee volunteers

After invited applicants complete their full applications, they will be reviewed by United Way volunteer review teams that are comprised of community members. Application reviewers will sign conflict-of-interest forms to ensure applicants will receive impartial treatment.

Each team of reviewers will use a standard scoring rubric to evaluate a set number of applications. Those scores will be used to guide grant funding recommendations by each review team. Those recommendations will then be combined into a single ranked list, and the review team chairs will meet to decide on a final funding recommendation based on the applicants' scores, total number of applicants, and available funds. Final funding recommendations will be approved by United Way's Community Impact Committee (CIC), which oversees the organization's community investments, and United Way's Board of Directors as fiduciary overseers of the organization.

Reporting, Documentation, and Compliance

Each grant award will require a mutually signed grant agreement that details reporting, compliance, and payment requirements. Included in the agreement is a course of action for non-payment and reimbursement if grantees do not follow required procedures.

All payments of the grant will be made on a claims basis from the total award. Detailed receipts will be required for all expenditures. Most payments will be made after expenses have been incurred from the grantee, but we understand sometimes cash flow prohibits reimbursement. In those cases, we are able to allow payments of grant funds based on detailed quotes from vendors. Payments made from quotes require detailed receipts of expenditure to verify all expenses.

Awardees will be required to provide grant reports on a 6-month cycle detailing outcomes and updates of their business and proposed project based on their application outcomes. These reports will be narratives and provide photos of progress as available. Reports will be shared with the City of Terre Haute as a means of tracking progress on community grant spending.