City of Terre Haute and United Way
Nonprofit Grant Program

Funding : $750,000

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 ongoing 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.

Eligibility of Applicants

- Organization must be based in the City of Terre Haute limits.
- Must have been in operation in the City of Terre Haute since March 2022 and must still be in operation.
- Applicant must be a registered 501(c)(3) or 501(c)(19) organization.
- Must disclose information on any pending litigation or legal actions.

Eligible Use of Funds

- Organizational planning and technical assistance. Examples include:
    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
    - o Equipment, technology upgrades, licensing fees, and software
- Infrastructure
    - o Improvements, renovations, major repairs, expansion (including down payment for purchase of building)
        - ▪ Note: Preference given to owned buildings and those who use contractors based in West Central Indiana
- 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
Grant awards will be made up to a max of $50,000 and a minimum of $10,000. All funding requests must be based on clearly supporting the applicant's goals in their application and be itemized in their budget. While its intention is to award full requested funding amounts, the grant program reserves the right to partially fund a proposal. 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.

The Project Qualification Survey will provide the following information:
- The name and address of the organization, contact information, and confirmation of the tax status of the organization/program
- Description of how the proposal fits the goals listed for this grant opportunity
- Summary of the organization's goals
- An approximate amount to be requested for funding, the intended use of the funds, and a brief description of how these funds will help the program achieve the required outputs/outcomes listed for this grant opportunity. The funding amount requested here is not binding and can be changed if the program is selected for a full application.

Stewardship Package Requirements
- Current fiscal year organizational budget for the applying organization.
- Board of Directors roster
- Minutes of a recent board meeting
- Proof of financial oversight (may include: audited financial statements or letter from accountant)
- IRS determination letter
- Last two years of IRS 990 filings or if unavailable last two year ending financial statements (including balance sheet and income statement)

Full Application Requirements
- Organizational information
- Grant project narrative
- Project timeline
- Detailed budget breakdown and narrative
- Additional documents – letters of support (not required – at discretion of applicant)

Timeline and Application Process
- Project Qualification Survey and Stewardship Package open online: April 2, 2024
- Potential applicant meetings for assistance: April 18 @ 9:00 am and April 30 @ 4:00 pm
- Project Qualification Survey and Stewardship Package due: May 30, 2024 at 5:00 pm
- Invitation-only full application opens online: June 2024
- Applicant meeting for assistance: TBD

- Invitation-only full application due: August 7, 2024
- Review and award notification complete: October 2024
- Expend full funds and final report due: April 2026

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. Grant oversight committee members will be determined prior to opening the project qualification process.

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 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.

Questions
For grant questions or guidance please contact the United Way of the Wabash Valley office at 812-235-6287 or info@uwwv.org.