**2017 COLLABORATIVE GRANT PROGRAM**

**APPLICATION FORM**

**INTRODUCTION**

Rise partners with communities to build stronger, more equitable St. Louis area neighborhoods. By providing capacity-building assistance, housing development services and access to financing, we make the connections between non-profit community organizations, financial institutions and government that make successful neighborhood revitalization possible. Our CDC Capacity Building and Collaborative Grant Program is designed to build the capacity of local community development corporations (CDC’s) through a combination of organizational development initiatives and financial support.

Rise recognizes that the financial support necessary for CDCs to build organizational capacity and achieve community development goals is not as widely available as it might be. To address this need, we have allocated funding for 2017 to provide a limited number of competitive Collaborative Grants to selected community development corporations. Collaborative Grants will be outcome-based and awarded to help CDCs complete a specific goal or neighborhood objective.

**ELIGIBLE APPLICANTS**

1. Applications are being made available to CDCs with a placed based mission serving St. Louis County, the City of St. Louis, Madison and St. Clair County, IL.

**MINIMUM REQUIREMENTS**

* A maximum of $20,000 will be awarded per application. We anticipate that most grants will likely be considerably less than the maximum.
* Financial leveraging and collaboration among two or more organizations is encouraged. If an applicant is partnering with another organization, the lead applicant organization will serve as fiscal agent for the grant. Co-applicants may be, but are not required to be, other CDCs and/or community-based non-profit organizations.
* Preference will be given to organizations for which Rise has the potential to bring the greatest value by providing capacity building technical assistance. Applicants should describe the type of capacity building technical assistance they want.
* Grants are limited to one per organization, whether as a lead or co-applicant.
* Grants will be made for the period January 1, 2017 through December 31, 2017. Milestones and Outcomes must be undertaken and measurable in 2017.

**APPLICATION PROCEDURES**

1. Letters of Intent due **Friday, October 21, 2016** no later than 5:00 p.m. (form available on website)
2. Two printed copies of your completed application must be delivered to Rise by 5:00 PM **Tuesday, November 22, 2016 at** 1627 Washington Avenue; St. Louis, MO 63103, attention Rick Bonasch (rick@risestl.org) or Brian Hurd (brian@risestl.org). **Applications through e-mail will not be accepted.**

**2017 COLLABORATIVE GRANT REQUEST COVER SHEET**

Organization Name: Click here to enter text.

Street Address: Click here to enter text.

City/State: Click here to enter text.

Zip Code: Click here to enter text.

Phone: Click here to enter text.

Fax: Click here to enter text.

EIN#: Click here to enter text.

Website (If available): Click here to enter text.

501(c) 3 organization? Click here to enter text.

EXECUTIVE DIRECTOR OR TOP EXECUTIVE:

Name: Click here to enter text.

Title: Click here to enter text.

Phone: Click here to enter text.

Email Address: Click here to enter text.

MAIN CONTACT PERSON FOR THIS APPLICATION:

Name: Click here to enter text.

Title: Click here to enter text.

Phone: Click here to enter text.

Email Address: Click here to enter text.

BOARD PRESIDENT

Name: Click here to enter text.

Phone: Click here to enter text.

Email Address: Click here to enter text.

**Proposal Summary** (In 100 words or less summarize the purpose of this request)

Click here to enter text.

**Total Grant Program Request**: Click here to enter text.

**2017 COLLABORATIVE GRANT APPLICATION & SCORING EVALUATION SYSTEM**

Please respond to the following items on your organization’s official letterhead and label the sections accordingly. Each application will be scored according to the following point system.

**I. ORGANIZATIONAL NARRATIVE** *(If applying as a joint applicant, please provide information on both organizations.)* **(Total of 15 points)**

1. Briefly describe organization’s mission, history, geographic service area and core programs and experience in providing services. Include number served annually and accomplishments. (up to 350 words/700 words for joint applicants) **(Maximum 5 points)**
2. What other agencies or projects are doing similar work within your service area and how are you different? **(Maximum 5 points)**
3. What are the qualifications of key staff and volunteers to ensure success of the proposed project/program? Are there specific staff/volunteer training needs for this project? **(Maximum 5 points)**

**II. GRANT REQUEST**

1. Collaborative grants will be awarded to organizations for activities that address a specific community need. In this section, please describe the critical community need(s) your organization is currently facing, the specific community need you are addressing, the grant funded activity and the associated outcomes your organization will seek to accomplish in 2017.Please address the following questions in your response *(no more than 2 pages)* **(Total of 30 points)**
2. From a project or program perspective, describe the circumstances or conditions in your community that your organization seeks to positively address. **(Maximum 5 points)**
3. Please summarize your specific project/program for which you are seeking funding. Include goals, target population, activities, milestones, relevant evidence-based practices, and projected outputs and short/long term outcomes, and how this advances your organizations mission. **(Maximum 10 points)**
4. Please describe the specific means your organization will use to measure proposed outcomes. **(Maximum 10 points)**
5. Please provide a clear timeline to complete your planned activity by December 31, 2017. **(Maximum 2 points)**
6. Explain how key staff and board members will be involved in executing the planned activity. **(Maximum 3 points)**
7. **Budget and Leveraging**
8. Please provide an itemized budget including all funding leveraging the proposed Collaborative grant. Describe how you will leverage Rise Collaborative Grant funds to increase the scope of the activity being funded. Be specific about the amounts, sources, and status of other funds to be used with written commitments where available. Please indicate whether proposed leveraging funds are approved or pending applications. Budgeted expenses must equal budgeted revenues (see Instructions Document for example template). **(Maximum 20 points)**
9. Describe your plan to sustain the program after this grant, as well as the organization’s overall plan for organizational financial sustainability after this grant. **(Maximum 5 points)**
10. **Partnerships and Collaborations**

1. Applications from two or more organizations are encouraged. If you are proposing a collaboration or partnership initiative with this application, please describe the roles of each partner in completing the project. **(Maximum 20 points)**

1. **Technical Assistance Request**

1. Please describe the type of capacity building technical assistance your organization is most interested in receiving from Rise. Areas of potential technical assistance include organizational strategic planning, leadership and community engagement, project/program planning and implementation, organizational financial management, staff and board development, etc. **(Maximum 10 points)**

1. **ATTACHMENTS REQUIRED FOR 2017 COLLABORATIVE GRANT APPLICATION**

**Please submit the following with your completed application:**

1. A copy of the 501(c)(3) Internal Revenue tax exemption letter (lead applicant)
2. A list of current Board of Directors (all applicants)
3. A completed 2015 IRS 990 tax return (lead applicant)
4. A current fiscal year organizational budget
5. A proposed 2017 fiscal year organizational budget
6. Commitment Letter(s) from any partnering or collaborating organizations referenced in this application, including financial sources
7. Current organizations strategic plan (if available)