



Nonprofit Infrastructure Grant Program

Below is a preview of the online application for Propel Nonprofits' Nonprofit Infrastructure Grant Program. This document can help you prepare for completing the [online application](#).

PAGE 1

Organizational Information

Name of Organization
Address, City, State, Zip Code
Phone Number
Website
Employer Identification Number (EIN)

Application Contact Information

Main Contact Name
Main Contact Title
Main Contact Email Address
Main Contact Phone Number

Highest Paid Staff

Name
Title
Email Address
Phone Number

Is your organization an IRS 501(c)(3) not-for-profit?

- Yes
 No
-

PAGE 2

Eligibility Organization Criteria

The primary organization eligibility criteria are:

1. Small, culturally specific organizations that primarily serve historically underserved cultural communities. This includes organizations where the majority of management or board of directors' positions are held by members of these cultural communities and the programs are designed to serve these cultural communities.
2. Nonprofit organizations, including 501(c)(3) organizations and unincorporated groups which have a fiscal sponsor.
3. Organizations with current annual budgets with expenses less than \$500,000.

Does your organization meet these required eligibility criteria?

- Yes
- No

Eligible Program Activities

Organizational Infrastructure Improvement

Grants under this activity area can be used to improve internal organizational infrastructure. Eligible activities under this category include hiring staff or consultants to assist with: developing database management systems; developing financial systems; and, building other administrative systems needed to increase the organization's ability to access and sustain new funding sources. Other eligible expenses include investments in technology to improve internal infrastructure.

Organizational Workforce Development

Grants under this activity area can be used to increase workforce capacity that builds the organization's infrastructure. Eligible activities include hiring culturally competent staff or consultants to expand programming capacity; providing training and skills development; and, implementing other methods of increasing staff capacity.

Organizational Partnerships

Grants under this activity area can be used to create partnerships with other organizations to increase capacity. Eligible activities include the creation and expansion of partnerships with existing organizations that possess a specialized expertise; and, the creation of partnerships to increase the capacity of the grantee organizations to improve services for the community.

This is not an exhaustive list of activities which can be funded by this grant program. Propel Nonprofits will work with grant applicants to determine how and if their proposed activities fit within the eligible activities listed above.

Indicate which program activities you are eligible for (check all that apply):

- Organizational Infrastructure Improvement
- Organizational Workforce Development
- Organizational Partnerships

Proposal Information

Please give a 2-3 sentence summary of request

Which cultural community is served through this request?

Which geographic area is served through this request?

Amount and Term Desired

Length of grant term desired (grant period will begin January 1, 2018)

12 months

18 months

Amount Requested (up to \$60,000):

Current Year Organizational Annual Budget (Expenses):

PAGE 3

Narrative Questions

Organizational Description: Provide a summary of your organization's mission, history, strategic priorities, and key accomplishment. (300 word limit)

Building Internal Infrastructure: The Nonprofit Infrastructure Grant Program will support organizations who are seeking to strengthen their organizational infrastructure to amplify impact; to increase financial sustainability; to strengthen ability to meet goals; and, to build strategic competitive advantages. Please describe the following areas as they relate to your organization (350 word limit):

- What three key areas of your organization infrastructure are priorities at this point in time? (Staff expertise, financial systems, grants compliance, partnership structures and agreements, policies and procedures, technology, etc.)
- What are you currently doing to address these infrastructure priorities?

Leadership in Cultural Communities: The Nonprofit Infrastructure Grant Program will support organizations led by cultural communities who are using cultural-relevant strategies to address historical inequities in these communities. Please describe the following: Describe how your organizational leadership – board and management – reflect the cultural community your organization serves. Describe the cultural community you your organization serves. Describe how your programming or services are strategically designed to achieve impact in the cultural community you serve. (350 word limit)

Strategy for Building Infrastructure: Explain how your organization is strategically addressing the current infrastructure priorities. (300 word limit)

- Describe how you are currently deploying resources for your infrastructure priorities. For example, are key objective part of staff annual goals; are you using volunteers to help fill capacity needs; are you securing in-kind contributions of equipment, technology, etc.?
- Describe how you engage your stakeholders – employees, board members, volunteers, and other – in this your infrastructure strategies.

Organizational Work Plan: Please describe your work plan for this grant project. The grant can be for a maximum of 18 months (January 2018-June 2019). Please include the following (500 word limit):

- Describe your key activities to be funded through this grant.
- List your goals and how you will measure progress on those goals.
- Describe your timetable for carrying out the activities and achieving the goals in your project.

Technical Assistance in Financial Administration: Propel Nonprofits seeks to help organizations improve their financial administrative infrastructure during the course of this grant program. Many small nonprofits can't adequately compete for state and local government grants or contracts because of limitations in this area. Please describe the areas in your organization's financial administration where technical assistance would be helpful, such as budgeting, cash flow projections, cash management, accounting systems, etc. (300 word limit)

Sustaining the Infrastructure: What is your strategy for sustaining the infrastructure improvements you've described in this application?
(300 word limit)

PAGE 4

Budget and Financial Questions

Revenue Source Amounts

Nonprofit Infrastructure Grant Program
Other Grants
Earned Revenue
Other
TOTAL Revenue

Expense Amounts

Personnel
Fringe Benefits
Consultants
Equipment
Supplies
Travel
Professional Development
Other
TOTAL Expenses

Other Funding Sources: If this grant is meant to cover the costs of a portion of a larger infrastructure project, please describe the large project and other sources of funding currently prospected or secured. Please disregard this question if this is a stand-alone project. (300 word limit)

Organizational Financial Health: Describe your organization's recent financial health. Please describe: (300 word limit)

- Is the organization building up reserves?
- Has the organization recently faced financial difficulties
- What steps you are taking to ensure good financial health for your organization?

If you are a 501(c)(3) nonprofit organization, **please upload your most recent 990** (if your organization does not file a 990, please attach their most recent 990-EZ or 990-N). Please disregard this question if you have a fiscal sponsor.

If you have a fiscal sponsor, please upload the following documents:

1. Fiscal Sponsor's most recent audited financial statements
 2. Your organization's year-end income and expense report
 3. Your organization's year-end balance sheet
-

PAGE 5

Requested Documentation

In addition to the narrative questions, the following documentation is requested in the application. **Please be prepared to upload the following documents:**

1. Current year, board approved organizational budget
2. 501(c)(3) Determination Letter or Fiscal Sponsor Agreement
3. List of Board Members and Affiliations

I acknowledge that this application is being submitted with the knowledge of our organization's top staff or board of directors, whichever is required by our organization's policies.

- Yes
- No