



16 TECH COMMUNITY INVESTMENT FUND

RESOURCE GUIDE

Please Note: The following information is intended to assist grant seekers applying to the 16 Tech Community Investment Fund with the preparation of application materials. It is not an academic resource nor intended to be a complete grant writing reference document.

CONTENTS:

1. 16 Tech Fund Priorities
2. 16 Tech Grant Criteria
3. 16 Tech Glossary of Terms
4. Grant Materials Needed
5. Frequently Asked Questions

1. 16 TECH FUND PRIORITIES

Workforce Training - *Create meaningful workforce development opportunities for adults that lead to career pathways that earn at least a living wage.*

- Increase access to high quality training programs that lead to science, technology, engineering, arts, and math (STEAM) career pathways
- Provide job readiness, training, and educational opportunities that increase wages, economic assets and financial literacy
- Remove barriers to economic success

Business Support - *Support the growth and sustainability of local businesses and entrepreneurs.*

- Enhance supports designed to assist with business start-up and scale-up
- Technical assistance to build capacity of neighborhood businesses
- Support efforts to sustain locally owned neighborhood businesses

Education - *Expand educational opportunities for children in science, technology, engineering, arts and math (STEAM).*

- Improve student academic achievement along the k-12 continuum
- Promote post-secondary access and success for underserved youth
- Expand STEAM educational opportunities for young people

Infrastructure Improvements and Beautification - *Connect people and places to enhance community-building by investing in art, housing, nature and beautification of the built environment.*

- Improve physical spaces for community benefit
- Increase connectivity, accessibility, and vitality of neighborhoods including efforts to preserve the stability of current residents
- Invest in arts and cultural opportunities that promote the heritage and history of the neighborhoods

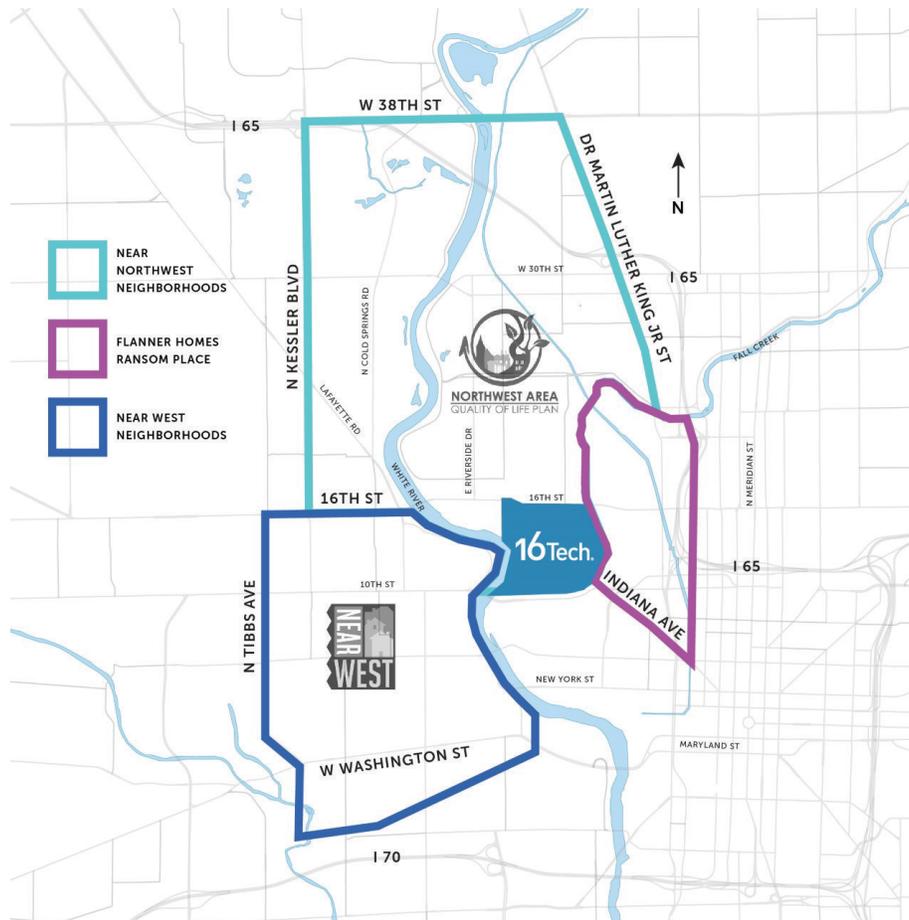
Neighborhood Capacity Building - *Build organizational capacity, grow social capital and an entrepreneurial spirit as well as support community organizing that leads to residents being more empowered.*

- Build capacity of neighborhood-based organizations (IE, staffing, operational support)
- Grow social capital (IE, civic leadership training, resident engagement projects)
- Enhance community organizing

2. 16 TECH GRANT CRITERIA

16 Tech will only consider proposals focused on making an impact within the geographic boundaries outlined in the map below. This includes, but is not limited to, the following neighborhood areas and streets:

- Near Northwest: Riverside, Rivers Edge, Planners, NW Civic League, Neighbors Helping Neighbors, Kessler-Wides (KW30), Golden Hill, Cold Springs, Clifton on the River
- Near West: Haughville, Hawthorne, Stringtown, We Care
- Fayette Street, Indiana Avenue, MLK Jr. Street, Historic Flanner House Homes, and Ransom Place



All applications must demonstrate resident and neighborhood support for the proposed project or funding request.

The advisory committee of the 16 Tech Community Investment Fund will assess each funding request using a rubric with the criteria listed below. Applicants must address each of the following criteria in their funding application. *Please note that the criteria are not listed in any particular order.* Grantees will be required to submit reports summarizing their activity and impact within 60 days of the end date of their grant term.

2. 16 TECH GRANT CRITERIA

Each submission for grant funding will be scored on the categories listed below

1. Goals and Corresponding Outcomes / Impact	Missing or unclear	Goals, outcomes, and impact are included, but they are stated vaguely or inconclusively	Goals, outcomes, and impact are clearly stated
2. Significant Alignment with CIF Priorities	Missing or unclear to the CIF priorities	Description demonstrates weak relevance or relation to CIF priorities	Description demonstrates strong relevance to CIF priorities
3. Measuring Project Effectiveness	No measures to evaluate impact	Measures to evaluate impact are included, but they are poorly described and/or weakly matched and include weak tracking method	Measures to evaluate are clearly stated, match project goals, and include realistic tracking method
4. Resident Engagement & Endorsement of Project	No evidence of resident support	The application includes minimal information related to resident engagement in program design and/or implementation and provides weak evidence of resident support of the project	Residents were clearly engaged in the design and implementation of the project and strong evidence of resident endorsement was provided
5. Budget & Financial Feasibility of Project	Budget is missing or lacks details	Budget is provided but still lacking complete information or contains financial data that is inaccurate or inflated	Budget is clearly defined, robust, and provides information related to both the project budget and the organization's overall financials
6. Operational Feasibility of Project	Simply cannot be done	Weak case for project completion	Strong likelihood of project completion
7. Innovation and/or Creativity of Project	Project lacks innovation and/or creativity in its approach or service to target constituency	The project contains innovative and/or creative components and there is some evidence that these components will create impact	The project contains strong innovative and/or creative components and describes how they will stimulate and improve impact
8. Demonstrable Track Record of Leadership & Organizational Success	No previous history or experience in work	Some experience with the type of work proposed. Leadership has been identified but minimal details on project roles and responsibilities are included	Strong experience with the type of work proposed. Leadership has been identified with roles and responsibilities set

3. 16 TECH GLOSSARY OF TERMS

Capacity: Neighborhood or organization has access to the financial, human, tangible resources to implement their goals.

Fiscal Agent: A fiscal agent is an established IRS 501(c)(3) tax-exempt organization that agrees to accept donations on behalf of a group that does not have IRS tax exemption. Under this arrangement, a charitable organization may receive funding for a project or operational purposes on behalf of their own organization should the proposal be successful. (NOTE: a fiscal agent's organizational financial statements will need to be included with the application; the narrative and project budget will pertain to the applicant organization)

Goal: The end toward which all effort is directed.

Impact: The extent to which a project accomplishes the intended goals. (What will change as a result of the project?)

Impact Pool: This funding pool supports larger projects up to \$100,000 that are designated and implemented to benefit residents. Multi-year requests will be considered. Grantees must be a 501(c)(3) or have a non-profit fiscal agent and may include (but not be limited to) community centers, adult education providers, local schools and higher-education institutions, workforce development organizations, larger non-profit organizations.

Infrastructure Improvements: Improvements to the built environment including but not limited to building facades, sidewalks, parks, and medians.

Innovation: A new idea or method.

Innovation Pool: This funding pool supports resident-led, neighborhood-based projects. Funding up to \$25,000 is available for projects that are designed, led, and implemented by grassroots and neighborhood-based organizations. Applicants must be either: a registered 501(c)(3) and not maintain an annual operating budget that exceeds \$1,000,000 OR an individual partnered with a non-profit fiscal agent.

Neighborhood Capacity Building: Builds capacity of neighborhood-based organizations (i.e., staffing, operational support); grow social capital (i.e., civic leadership training, resident engagement projects); enhance community organizing.

Neighborhood Plan: Any written plan developed by a neighborhood to provide a framework for development desired by the neighborhood including but not limited to a Quality of Life plan.

Operational Feasibility: The extent to which a project can be completed as described. (Is it possible?).

Outcomes (vs. outputs): The results of the work (vs. counting the number of people engaged or steps taken toward goals).

Resident Endorsement: Residents in the affected community have given public approval to support the application.

3. 16 TECH GLOSSARY OF TERMS CONT.

Resident Engagement: The process of encouraging neighborhood residents to be involved in the work of the applicant.

Strong Leadership/Governance: Project is submitted by a legal entity or has a fiscal agent as a partner. The team leading the project has experience aligned with the proposed activity.

4. GRANT MATERIAL NEEDED

- 990 or audited financial statements*
- Year-to-Date organization budget board approved
- List of Board of Directors

**if using a fiscal agent, you will need to have the fiscal agent's 990 & budget*

5. FREQUENTLY ASKED QUESTIONS

What is the 16 Tech Community Investment Fund?

The 16 Tech Community Investment Fund is one of the primary initiatives that will deliver on 16 Tech's commitment to ensure access, opportunity and revitalization of the communities in and around the 16 Tech Innovation District. The fund will award grants each year through the 16 Tech Community Investment Fund to support quality of life initiatives in the neighborhoods surrounding the 16 Tech Innovation District.

Who is eligible to apply?

16 Tech will only consider proposals from non-profit organizations focused on making an impact within the geographic boundaries of their communities served. (see page 2 map)

My organization is outside the boundaries of the map, are we still eligible to apply?

Yes, if serving individuals within the boundary area.

What types of projects will the fund support?

The fund will support projects that align with the five stated priority areas including those that focus on workforce training, business support, education, infrastructure and beautification, and neighborhood capacity building.

Who makes funding decisions?

All grants will be reviewed by a community-led advisory committee using a rubric with the grant criteria. Committee recommendations will be submitted and approved by the 16 Tech Community Corporation Board of Directors.

5. FREQUENTLY ASKED QUESTIONS CONT.

When and how will grantees be notified?

Grantees will be notified within 3 months of their proposal deadline. They will receive an award notification, which includes a grant agreement they will need to sign and return. They will receive their grant allocation in one check disbursed within 30 days of execution of their grant agreement.

Are grantees required to submit a report?

Grantees will be required to submit reports summarizing their activity and impact within 60 days of the end date of their grant term.

When is the expected allocation of grant awards in 2020?

Innovation Pool – March 2020

Impact Pool – April 2020

Is an applicant eligible to submit more than one request?

Applicant are permitted to submit one request per grant pool.

How should we recognize our organization's grant award?

Listing of this award in a publication or other printed material should identify it as a grant from the 16 Tech Community Investment Fund. The logo can be downloaded from your award email.