



## 16 Tech Community Investment Fund Grantseeker Guidelines

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*The following document was prepared by the 16 Tech Investment Fund Advisory Committee and submitted to the City of Indianapolis in August 2019 following review and support by neighborhood associations in the communities that surround the 16 Tech Innovation District. The guidelines below were approved by the City of Indianapolis and the 16 Tech Community Corporation Board of Directors.*

### **Background/ History of Fund**

The 16 Tech Community Investment Fund (CIF) was established in the Project Agreement executed between 16 Tech Community Corporation (16 TCC) and the City of Indianapolis in December of 2015. The Project Agreement authorized \$3 million of public funding to seed a charitable effort to revitalize the surrounding communities in association with the economic growth driven from 16 TCC.

In February 2016, a Memorandum of Understanding (MOU) between the City of Indianapolis, the Indianapolis Metropolitan Development Commission (MDC), and 16 TCC was also executed. This agreement articulated that the fund be distributed as grants as well as outlined high-level funding priorities and the procedures for strategic planning and governance of the fund. The agreement calls for the formation of an investment committee to govern the usage and distribution of funds with ultimate fiduciary responsibility resting with the 16 TCC Board of Directors.

16 TCC received a subsequent disbursement of \$1 million of public funding in 2015 with the expectation that another \$1 million will be disbursed after achieving the groundbreaking milestone for the first newly constructed building and the final \$1 million disbursement after the first newly constructed building opens. The \$3 million seed funding from the City of Indianapolis must be distributed in adherence with TIF allowable expenses under Indiana law.

It is anticipated that the CIF will continue in perpetuity with funding which includes \$0.20 per square foot from tenants in the innovation district. It is also believed that other philanthropic sources may be interested in supporting the CIF.

In 2018, 16 TCC began to recruit advisory committee members for the Fund in alignment with the membership description outlined in the MOU. Nominations were sought from neighborhood representatives, elected officials, other community stakeholders and 16 TCC board members over a six-month period. 16 TCC staff vetted and met with candidates, and the 16 TCC Board of Directors approved the founding members of the 16 Tech Community Investment Fund Advisory Committee in October 2018.

In 2018, 16 TCC also secured philanthropic consulting services with the Central Indiana Community Foundation (CICF) to facilitate the development of the Fund strategic goals, funding guidelines, and priorities.

The advisory committee began meeting in December 2018. The committee participated in eight planning meetings with 16 TCC and CICF staff to draft the proposed grant guidelines and establish the grant-making process. During the planning meetings members were provided background information on neighborhood priorities presented by community members as well as given access to neighborhood quality of life plans and data to review.

## Inaugural Members of the 16 Tech Community Advisory Committee

### Neighborhood Representatives

- Peggy Gamlin, Community Leader, former President, Riverside Civic League
- Randy Jones, Neighborhood Leader, Treasurer, Ransom Place Neighborhood Association
- Adrienne Opp, Neighborhood Leader, Secretary, Near West Collaborative and Hawthorne Neighborhood Association
- Elda Pena, Community Leader, resident of Haughville and education advocate
- Earl Townsend, Community Advocate, Vice President and COO of GRoE, Inc.

### Supporting Organizations

- Angela Carr Klitzsch, President and CEO, EmployIndy
- Tedd Grain, Executive Director, Local Initiatives Support Corporation (LISC)
- Mariama Shaheed, Founder and Principal, Global Preparatory Academy @ Riverside #44

### 16 Tech Community Corporation and City of Indianapolis Appointees

- Bob Coy, President and CEO, 16 Tech Community Corporation
- Angela Smith Jones, Deputy Mayor for Economic Development, City of Indianapolis

### Advisory Members (non-voting)

- Karen Pipes, Senior Vice President, Market Manager for Bank of America, Indianapolis Market
- Angela Byers, Community Outreach Manager, First Financial Bank
- Patricia Gamble-Moore, Indiana Market Manager for Community Development Banking, PNC

### CIF Advisory Committee Member Roles & Responsibilities

The CIF Advisory Committee provides mission-based leadership and strategic governance for the CIF. Day-to-day operations of the CIF are led by 16 Tech's Director of Community Initiatives, while grants administration will be coordinated through a third party. The staff-committee relationship is a partnership, and involvement of the CIF Advisory Committee members is both critical and expected.

Advisory Committee Member responsibilities include:

- ***Strategic Leadership***
  - Serve as a trusted advisor to the 16 Tech Community Corporation and develop and implement the 16 Tech Community Investment Fund plan and adhere to approved guidelines
  - Review outcomes and metrics for evaluating the 16 Tech CIF impact, and regularly measure performance and effectiveness using those metrics
  - Regularly evaluate and make recommendations to the 16 TCC Board regarding policies and procedures related to the CIF including review of the committee's performance, committee charter, and recommend changes as necessary
  - Review and evaluate grant recipients based on published criteria and recommend to the 16 TCC board the grant recipients that most effectively further the purposes of the CIF

- Assist with recruiting Advisory Committee Members as outlined in the Committee Charter being attentive to 16 Tech’s commitment to a diverse board and staff that reflects the communities served
- **Community Relations**
  - Serve as a representative of the 16 Tech Community Investment Fund, advocating for its stakeholders and acting as an ambassador for the organization

**Membership Terms:**

Advisory Committee Members serve a two-year term eligible for re-appointment for up to three additional terms. Five of the inaugural members serve a one-year term so the entire committee does not turn over in the same calendar year. Meetings are held in alignment with the grant process and guidelines. Participation in 90% of meetings is expected.

In addition to Advisory Committee Members, there are also non-voting advisory positions to the CIF appointed by the 16 Tech Community Corporation President and CEO. These individuals are also eligible for two-year terms and invited to participate in CIF meetings.

Service on the 16 Tech Community Investment Advisory Committee is considered a volunteer position without remuneration.

**16 Tech Community Investment Fund Mission and Values**

The CIF’s mission is to support access, opportunity, and revitalization of the communities in and around the 16 Tech Innovation District.

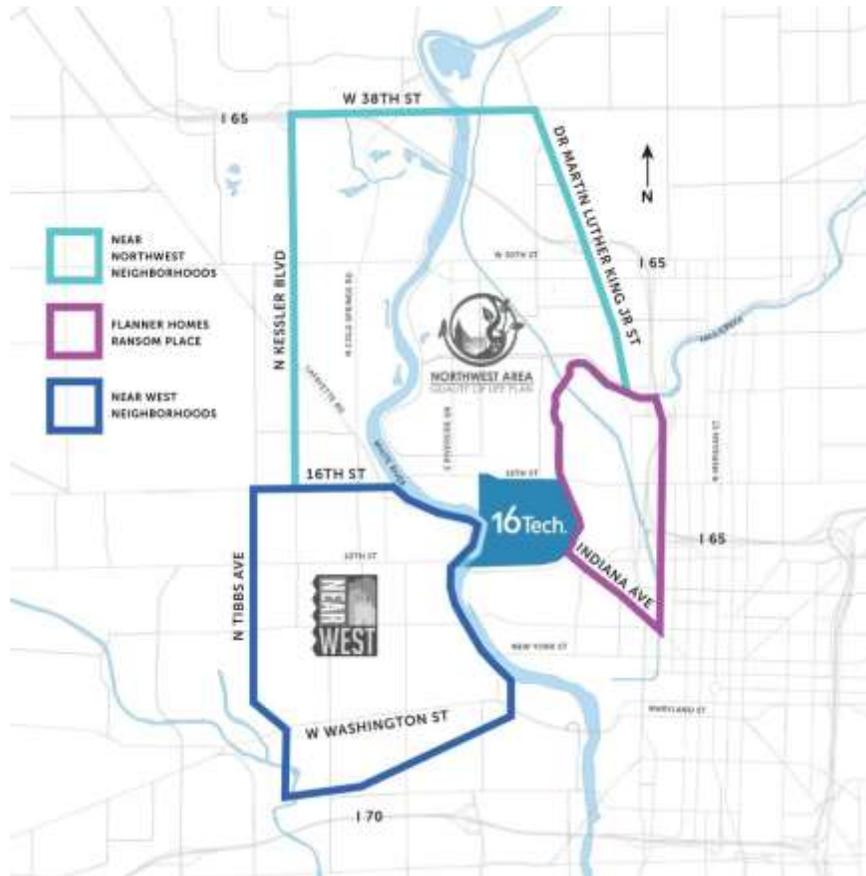
The Community Investment Fund Advisory Committee is a group of volunteers appointed by the 16 TCC Board of Directors committed to making recommendations to the 16 TCC Board of Directors that align with the mission and values enumerated in these guidelines.

The 16 Tech Community Investment Advisory Committee strives to meet the CIF mission by:

- Creating meaningful workforce development opportunities for adults that lead to career pathways that earn at least a living wage;
- Supporting the growth and sustainability of local businesses and entrepreneurs;
- Expanding educational opportunities for children in science, technology, engineering, arts and math (STEAM);
- Connecting people and places to enhance community-building by investing in art, housing, nature and beautification of the built environment; and
- Building organizational capacity, growing social capital and an entrepreneurial spirit as well as supporting community organizing that leads to residents being more empowered.

The advisory committee values equity of opportunity, effectiveness, sustainability, transparency and resident engagement in the grantmaking process.

## Communities Served



The CIF will invest in the neighborhoods surrounding the 16 Tech Innovation District. Only proposals focused on making an impact within the geographic boundaries of the above map will be considered. 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, WeCare
- Fayette Street, Indiana Avenue, MLK Jr Street, Historic Flanner House Homes, Ransom Place

The advisory committee intends to recommend grant allocations that benefit the communities served by the fund.

### CIF Strategic Grant Priorities

The purpose of the CIF is to support access, opportunity, and revitalization of the neighborhoods surrounding the 16 Tech Innovation District. 16 TCC and the 16 Tech Community Investment Fund Advisory Committee believe that each of the elements below are vital to achieving this mission and will specifically look for organizations and projects that align with community priorities and plans, including neighborhood-endorsed quality of life plans, that address the following issues:

### ***WORKFORCE TRAINING***

- 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***

- 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***

- 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 & BEAUTIFICATION***

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

### **Grant Application Criteria**

The 16 Tech Community Investment Fund Advisory Committee will assess each funding request using a rubric with the criteria listed below. Each applicant will be asked to address each of the following criteria in their funding application. Grantees will be required to submit reports summarizing their activity and impact.

Criteria include:

- Goals and corresponding outcomes
- Alignment with CIF priorities and neighborhood plans
- Clear tracking and/or evaluation metrics
- Financial feasibility of project
- Operational feasibility of project
- Resident engagement and endorsement of project
- Innovation and creativity of project
- Leadership team with track record of success

### **What the CIF Will Not Support**

- Requests for projects in geographic areas beyond the identified 16 Tech communities served
- Projects that do not have resident endorsement
- Direct gifts to individuals. Projects initiated by individual community members must have a fiscal agent in place for management of grant funds and reporting requirements
- Requests for ongoing maintenance of city-owned or personal property

### **CIF Grant Opportunities**

Annually, 16 TCC will allocate funding through two grant rounds based on the recommendations of the 16 Tech Community Investment Fund Advisory Committee. A minimum of 20% of the annual grantmaking budget will be awarded through the Innovation Pool. The remaining grantmaking funds will be awarded through the Impact Pool. 16 TCC will publicize the grantmaking opportunity using a variety of communication strategies, which may include grant-seeker information sessions.

#### ***Innovation Pool***

16 TCC is committed to supporting resident-led, neighborhood-based projects in the area surrounding the 16 Tech Innovation District and has reserved funding to provide grants up to \$25,000 each for projects that are designed, led, and implemented by grassroots and neighborhood-based organizations.

Applicants must be either:

- Registered 501(c)(3) and not maintain an annual operations budget that exceeds \$1,000,000, or
- Individual partnered with a non-profit fiscal agent

<b>Applications Available</b>	<b>Proposal Deadline</b>	<b>Board Review &amp; Notification</b>	<b>Award Level</b>	<b>Grant Period</b>
Annually	A minimum of 6 weeks after application release	Within 2 months of submission	Up to \$25,000	12 months

**Impact Pool**

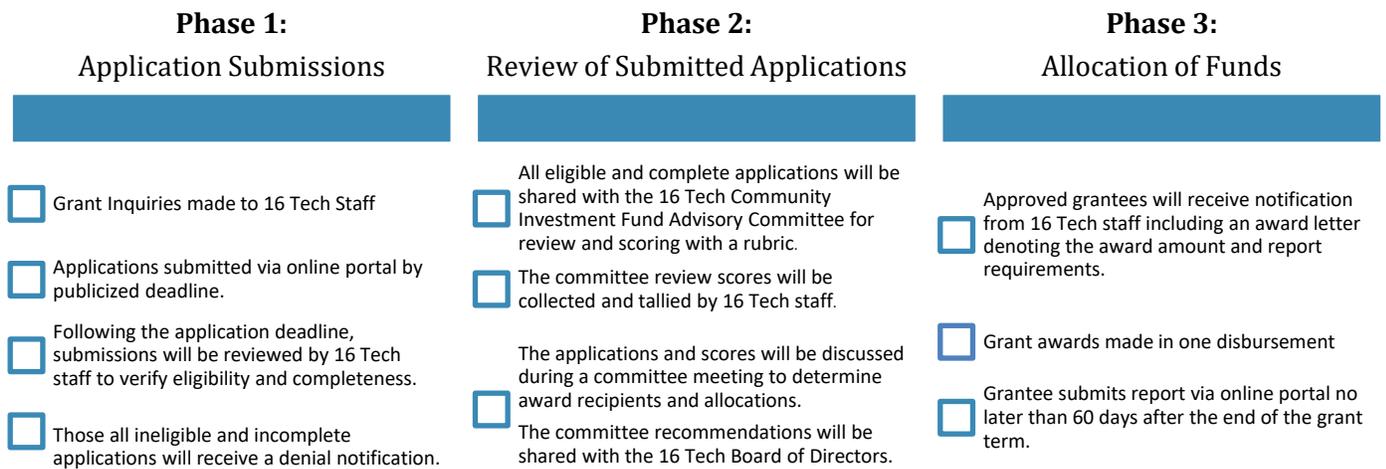
16 TCC will conduct a grant round for consideration of larger projects that are designed and implemented to benefit residents of the 16 Tech communities served.

Grantees must be a registered 501(c)(3) or have a 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, etc.

Applications Available	Proposal Deadline	Board Review & Notification	Award Levels	Grant Period
Annually	A minimum of 8 weeks after application release	Within 3 months of submission	Up to \$100,000	12 months <i>(multi-year requests will be considered)</i>

**Grant Application and Review Process**

Each proposal will be reviewed using the following due-diligence and selection process:



**Reporting Requirements**

All recipients of CIF funds will be required to submit a written report documenting impact and use of funds. 16 TCC reserves the right to request interim reports. Final reports will be due within 60 days of the project completion date specified in the grant agreement.