



BUSH FOUNDATION

Bush Prize for Community Innovation Information Packet March 2017

Applications open March 7 – April 27, 2017 (closes at noon Central)

This information packet covers the topics listed below. To apply or find additional information, please visit BushFoundation.org/BushPrize.

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Overview of the Bush Prize for Community Innovation

The Bush Prize for Community Innovation honors and supports innovative organizations with a track record of making great ideas happen. Winners receive a package of recognition, including a flexible grant of 25 percent of the organization's last fiscal year budget up to \$500,000.

Each year, we award at least one Bush Prize in each of three states we serve: Minnesota, North Dakota and South Dakota, including the [23 Native nations](#) that share the same geography.

Eligibility and Selection Criteria

Wondering if your work is a fit with the Bush Prize? We're here to help. If you have specific questions about eligibility or selection criteria, contact the Bush Foundation Community Innovation Team at CommunityInnovation@BushFoundation.org or 651-379-2266.

Eligibility

1. Bush Prize grants must be used for a charitable purpose.
2. Organizations that are 501(c)(3) public charities or government entities (including schools) are eligible for the Bush Prize. Groups of organizations (such as coalitions or collaboratives) are eligible to apply, but only one organization may receive the grant.
3. The Foundation accepts Bush Prize applications from fiscal sponsors. The fiscal sponsor organization must submit the grant application and, if the grant is approved, becomes the grantee and receives the funds. The Foundation [fiscal sponsorship overview](#) provides additional information.
4. Prize winners must be located in Minnesota, North Dakota, South Dakota or one of the 23 Native nations that share the same geography. The specific community innovations highlighted in the Bush Prize application must also have occurred within that geography.

Selection Criteria

Does the organization have a pattern of innovative solutions?

- Are these breakthroughs in addressing community needs more effective, equitable or sustainable than existing approaches?
- Did these innovative solutions make a significant difference?
- Could the organization inspire or inform others?

Does the organization have a pattern of using inclusive, collaborative and resourceful processes?

- Inclusive: meaningfully engaging key stakeholders, thoughtfully identifying those needed to create the intended change and, whenever possible, including those directly affected by the problem.
- Collaborative: a true joint effort, with partners willing to share ownership and decision-making as they pursue an innovation together.
- Resourceful: using existing resources and assets creatively to make the most of what a community already has.

Does the organizational leadership foster a culture of innovation?

- Is the organization stable and strong in terms of governance and finance?

Additional Considerations

We seek a portfolio of Bush Prize winners with balance across:

- Size of community
- Size of applicant organization
- Demographics of communities served

- Minnesota, North Dakota, South Dakota and the 23 Native nations
- Type of issue addressed

At least 50% of Bush Prize winners will be organizations that address racial and/or economic disparities. For the purposes of this grant program, the Foundation defines this as organizations that seek to actively reduce structural and/or systemic gaps in access, outcomes, opportunities or treatment based on race/ethnicity or economic standing.

How to Apply

The deadline for Bush Prize applications is Thursday, April 27, 2017 at noon Central. Our online application system will automatically close at noon and we will not accept applications after that time. If applying online presents a barrier for you, please let us know—we'd be happy to help.

If you've applied to any of Bush Foundation's programs since January 2016, you should already have a login and password. For all other applicants you will need to create a new login and password to start your application.

Once you've started an application in our online system, you can save it and return later to continue working. To return to an in-progress application, login to our online system using the username and password you created when you started your account.

Application questions for the Bush Prize are provided below as a reference.

Applicant Organization

All the information provided in this section should be for a single Applicant Organization. If working with a Fiscal Sponsor, the Fiscal Sponsor is the Applicant Organization.

Organization/Contact Information

- Applicant Organization name, organization legal name (*if different*), address, city, state, zip, phone, website, Employer Identification Number
- Application Primary Contact Information first name, last name, title, phone, email, address, city, state, zip

Organization Questions

- Our organization is certified by the IRS as a 501(c)(3) public charity. (Y/N)
- Our organization is a public agency/unit of government or Indian tribal government under Section 7871 of the Internal Revenue Code. (Y/N)
- Current Fiscal Year Operating Budget (select one from the list below)
 - Up to \$49,999
 - \$50,000 - \$99,999
 - \$100,000 - \$249,999
 - \$250,000 - \$499,999
 - \$500,000 - \$999,999
 - \$1M - \$4,999,999
 - \$5M +
- Which of the following describes where the majority of your work takes place? This will be used to determine the pool in which your application will be reviewed. (Select one.)
 - Minnesota and the Native nations that share the same geography
 - North Dakota and the Native nations that share the same geography
 - South Dakota and the Native nations that share the same geography

- What issue area does your organization address? (Select up to three.) The options below are from the National Taxonomy of Exempt Entities.
 - Arts, Culture and Humanities
 - Education
 - Environment
 - Health
 - Human Services
 - Other
 - Public and Societal Benefit

- What best describes the community served by your organization? (Select one.)
 - Rural
 - Town or City – population under 50,000
 - Town or City – population over 50,000
 - Combination: Rural/Town/City

Sponsored Organization

If you are applying using a fiscal sponsor arrangement, this section applies to you. This is not the case for most applicants. The information below should be about the organization that is being sponsored, not the applicant.

Sponsor Organization

Sponsored Project (organization or group name), mailing address, city, state, zip code, phone, website, first name, last name, title, email

If a fiscal sponsorship relationship is part of this application, the signed fiscal sponsorship agreement must be included with your application. An application without the signed agreement is not considered complete and will not be reviewed or considered.

Questions? Reference our [fiscal sponsorship overview](#) for additional information.

Narrative Questions

1. In 3,000 characters or less (approximately 500 words), provide a brief introduction to:
 - Your organization, its history, and its mission. *If you're applying as a fiscal sponsor, please briefly describe both your organization and the group you're sponsoring.*
 - Your community. What do we need to understand about your community or context to better understand the work highlighted in your proposal?

2. The Bush Prize is for organizations that have a culture of innovation. What principles and practices allow your organization to innovate? Provide examples of what this looks like in your organization on a day-to-day basis. (Maximum of 3,000 characters. Approximately 500 words.)

3. How does the leadership of your organization support innovation? (Maximum of 3,000 characters. Approximately 500 words.)

4. Describe your organization's track record of innovation. Provide at least two examples of times when you have achieved a community innovation (a breakthrough in addressing a community need that is more effective, equitable, and sustainable than previous approaches). Include outcome data or other evidence of the impact of your breakthroughs. If you are selected as a Bush Prize Finalist, we will ask you to elaborate on these innovations. (Maximum of 4,500 characters. Approximately 750 words.)

5. When you identify a community problem, how do you typically pursue an innovative solution to the problem? Describe specific examples of how your approach is inclusive, collaborative and resourceful according to the [Bush Prize criteria](#). (Maximum of 3,000 characters. Approximately 500 words.)

6. What sets your organization apart in your field? How is your approach different from the status quo? How are you trying to inform and inspire your field with your work? (Maximum of 1,500 characters. Approximately 150 words.)
7. The Bush Prize is for organizations that think bigger and think differently about how they address community problems. What is your big dream for the future of your organization and its work? What are you doing now to work towards that dream? (Maximum of 900 characters. Approximately 150 words.)
8. Does your organization actively work to address racial and/or economic disparities by reducing structural and/or systemic gaps in access, outcomes, opportunities or treatment based on a person's race/ethnicity or economic standing? *At least 50% of Bush Prize winners will be organizations that actively work to address these disparities.* (Y/N)

If yes, how? *The Bush Foundation will take your entire application into consideration when determining whether your organization meets the above commitment. If your work does not actively work to address racial and/or economic disparities, you do not need to provide an answer to this question.* (Maximum of 1,500 characters. Approximately 150 words.)

Selection Process and Timeline

The deadline for Bush Prize applications is Thursday, April 27, 2017 at noon Central.

Initial Review. The Community Innovation Team will conduct an initial review of applications and select finalists. We will let you know in late June whether your application is moving forward.

Finalist Review. The Community Innovation Team will conduct site visits and review references in July and August.

A panel of community leaders will recommend Bush Prize winners from the Minnesota applicant pool. The Foundation's North Dakota Advisory Committee and South Dakota Advisory Committee will review and recommend the Bush Prize winners from the other two respective pools of applicants. Bush Foundation Board members may also participate in the selection process.

It is important to us that our processes are fair. If any of our selection committee members have a conflict of interest with an organization being considered for the Bush Prize, they will not be a part of any selection discussion or decisions for that year. The Foundation defines "conflict of interest" as being a staff or board member of or having a contractual relationship with an organization.

We will let you know in October whether you have been selected as a 2017 Bush Prize winner.

All selections are based on program eligibility requirements and criteria.

Next Opportunity to Apply

The Bush Prize is an annual program and will accept applications again in early 2018.

Working with Bush Prize Winners

The Foundation hopes to build a supportive relationship with Bush Prize winners by:

Working Together

We'll create a grant agreement including an agreed-upon timeline, reporting schedule and use of

funds. The Bush Prize grants are flexible and can be used to advance the charitable purpose of your organization. Funds must be used to support work in Minnesota, North Dakota, South Dakota or one of the 23 Native nations.

We'll be responsive and direct in our communication with you, and will continue to be available to you throughout the grant period. We hope to build a relationship that is supportive when you want us to be, without being in your way. We want you to be able to focus on what you do best.

Learning and Evaluation

We want to know if we're making a difference, and will ask you to participate in the evaluation of the Bush Prize program, including your experience being a Prize winner. We will use what we learn together to improve the program over time.

We will ask you to share how you used your funds and key lessons learned (successes as well as challenges) as part of your interim and final grant reports. We may share portions of these reports publically on the Foundation's website in consultation with you.

We'll invite you to participate in Foundation-sponsored events for Bush Prize winners to meet one another, share the stories of their work and learn together.

Sharing Your Story

We want to publicly recognize you as a Bush Prize winner. We'll ask you to provide basic content about your work and to participate in both a short, Foundation-produced film and a creative case study that tell your story. We'll share the films and case studies on our website and through other media.

We may request that you share periodic, informal updates for the Foundation's media promotional opportunities.

We will invite you to partner with us in various ways to help others learn from your successful innovation experience(s).

Frequently Asked Questions

Applying for the Bush Prize

- **How do I submit my application?**

We use an online application system. To start an application, please visit the [Bush Prize for Community Innovation page](#) on our website. Once you've started your application, it can be saved for you to revisit and finish at any time during the open application period.

If applying online presents a barrier for you, let us know.

- **If I am having trouble completing my application online, what do I do?**

- First, try to address the following common issues:
- To continue working on an in-progress application, login to the online application program using the username and password you used to create your account.
- The application will not submit if the required questions are not answered.
- We recommend using Chrome or Firefox to access your application.

We encourage you to begin your application in the online system as early as possible in the application period so that we will have time to offer you more support. For additional technical support, please contact the Bush Foundation Community Innovation Team at 651-379-2266 or CommunityInnovation@BushFoundation.org.

Understanding the Bush Prize Program

- **Should I apply on behalf of a program or an entire organization?**
You may apply on behalf of a specific program or department within a large organization or university system, or you may apply on behalf of an entire organization.
- **What if the proposed work is a collaborative effort? How do we determine which organizations will be publicly acknowledged and which organizations will receive the grant?**
We will only provide a grant to one entity but will happily credit multiple organizations publicly, if that is your preference. The primary applicant organization will be the grant recipient.
- **How much funding comes with a Bush Prize?**
Each Bush Prize winner is awarded a grant of 25 percent of the organization's last fiscal year budget, up to \$500,000. You can select which budget you want us to consider for the grant. It could be a smaller program budget within an organization or an organization's larger budget. However, please note that whatever budget you select will also determine which part of the organization we review with the Bush Prize criteria. That means that while an entire organization's budget may mean a larger grant, it also means that the entire organization will be reviewed with the criteria. In some cases, you might feel that a department or program within an organization will better demonstrate the criteria.

If you are selected as a finalist, we'll work with you to submit the appropriate budget.
- **What can Bush Prize winners do with the grant money?**
The Bush Prize grants are flexible and can be used to advance the charitable purpose of the organization. Funds must be used in Minnesota, North Dakota, South Dakota or the 23 Native nations. Bush Prize winners will report publicly on the use of their funds.
- **If my organization is not awarded a Bush Prize, can I get feedback about our application?**
We believe that learning is an important part of this process and offer a limited number of feedback calls to applicants (on a first-come, first-served basis) after we make final decisions. We see these conversations as a valuable way for us to receive your feedback as well.

Not finding an answer to your question? We're happy to help. Please contact us at 651-379-2266 or CommunityInnovation@BushFoundation.org with questions about the Bush Prize for Community Innovation.