



# BUSH FOUNDATION

## Community Innovation Grants Information Packet September 2016

*This information packet covers the following topics. To apply or find additional information, please visit [BushFoundation.org/CIGrants](http://BushFoundation.org/CIGrants).*

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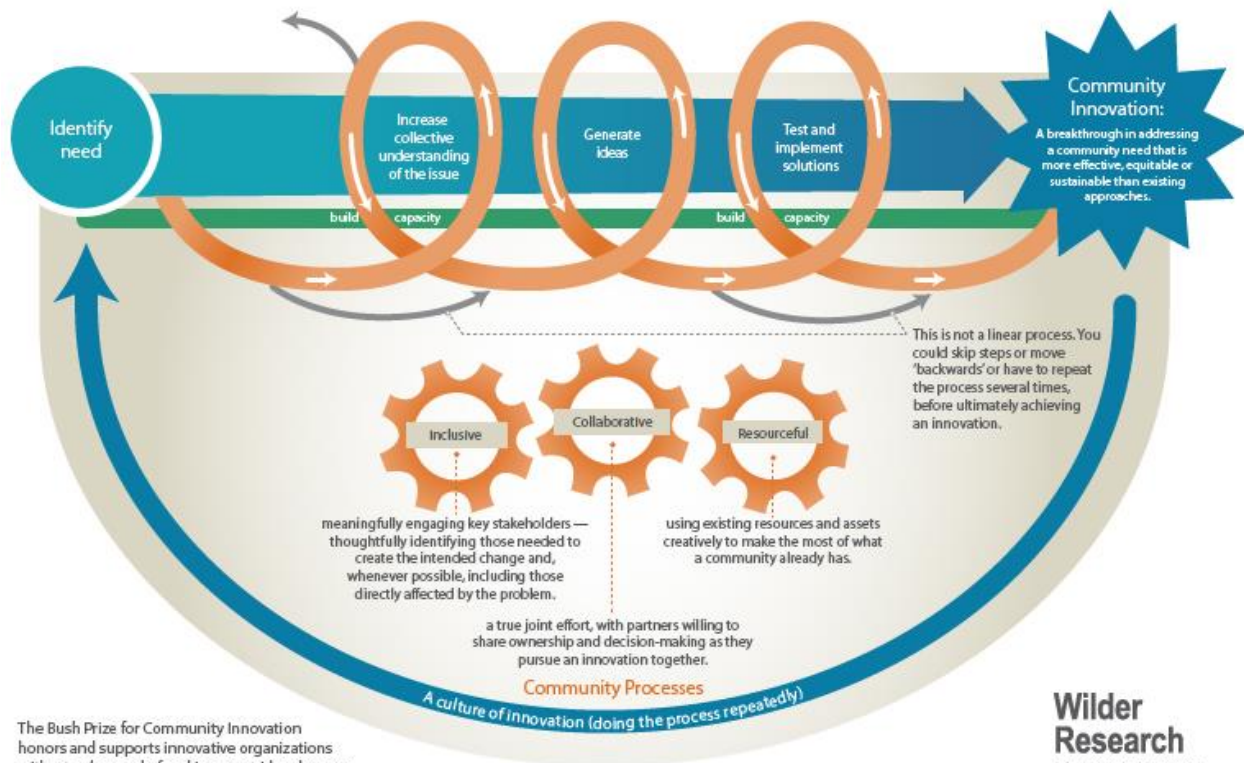
## Overview of Community Innovation Grant Program

Community Innovation Grants support communities to use problem-solving processes that lead to more effective, equitable and sustainable solutions. Think of it as civic R&D, allowing communities to develop and test new solutions to community challenges.

There's a lot of work that happens in between identifying a community problem and implementing a new breakthrough solution, especially if you want to engage your community, make the most of existing assets and work collaboratively with other organizations along the way. Our Community Innovation Grants support that process—they fund the work that it takes to create a community innovation.

The Foundation provides Community Innovation Grants of \$10,000 to \$200,000. Community Innovation Grants of \$500 to \$10,000 are available from our intermediary partner organizations: [Headwaters Foundation for Justice \(MN\)](#), [The Consensus Council \(ND\)](#) and the [South Dakota Community Foundation \(SD\)](#).

### The Community Innovation Process



The Bush Prize for Community Innovation honors and supports innovative organizations with a track record of making great ideas happen.

Community Innovation Grants support communities to use problem-solving processes that lead to more effective, equitable and sustainable solutions.

**Wilder Research**

Information. Insight. Impact.

This theory of change was co-developed by Bush Foundation and Wilder Research.

### **You define your community**

We look to you to identify and define your community. This could be a geographic community, and it could be a community of common interest or racial/cultural identity.

### **You define the issue**

We do not prioritize specific issues and instead are open to projects that address all sorts of community needs.

Projects can be at various stages of the innovation process including identifying the need, increasing collective understanding of the issue, generating ideas or testing and implementing solutions. Proposals can focus on one area or span multiple stages.

Take a look at our [2016 Community Innovation Grantees](#) on our website for some examples of recently funded projects through this program.

### **How to Apply**

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#### **For grants from \$10,000 - \$200,000**

[Apply online](#) using our online application system. Our initial application is brief, but we will request more detailed information if you become a finalist.

If applying online presents a barrier for you, please let us know—we'd be happy to help. Once you've started an application in our online system, you can save it and return later to continue working anytime. To return to an in-process application, login to our online application program using [this link](#) and the password contained in the confirmation email you received when you created your account.

#### **For grants from \$500 - \$10,000**

We partner with the [Headwaters Foundation for Justice](#) (MN), [The Consensus Council](#) (ND) and the [South Dakota Community Foundation](#) (SD) to provide Community Innovation Grants for projects with budgets of \$500 - \$10,000. The program content and criteria for these grants is the same as the Community Innovation Grants offered here at the Bush Foundation. Applications are reviewed three times per year by each of our partner organizations. Interested applicants can apply directly to the state program most applicable for their project using the links above.

Application questions for the Bush Foundation Community Innovation Grant are provided below as reference.

### **Applicant Organization**

All of 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.)
  - 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 +
  
- Has your organization previously applied for a Community Innovation Grant? (Select as many as apply.)
  - Yes, from the Bush Foundation
  - Yes, from Headwaters Foundation for Justice, South Dakota Community Foundation or the Consensus Council
  - No
  
- Has your organization received a Community Innovation Grant? (Select as many as apply.)
  - Yes, from the Bush Foundation
  - Yes, from Headwaters Foundation for Justice, South Dakota Community Foundation or The Consensus Council
  - No
  
- If yes, does the proposed work build upon your previous Community Innovation Grant? (Y/N)
  
- What is the requested grant term? Indicate length in number of months, using six-month increments. Only enter numbers.
  
- Total amount requested (between \$10,000 and \$200,000). Enter amount with no dollar sign and round to the nearest whole number.
  
- Where will the proposed work take place? (Select up to five specific locations.)
 

○ Minnesota	○ Minnesota Chippewa Tribe
○ North Dakota	○ Oglala Sioux Tribe
○ South Dakota	○ Prairie Island Indian Community
○ Bois Forte Band of Chippewa	○ Red Lake Nation
○ Cheyenne River Sioux Tribe	○ Rosebud Sioux Tribe
○ Crow Creek Sioux Tribe	○ Shakopee Mdewakanton Sioux Community
○ Flandreau Santee Sioux Tribe	○ Sisseton-Wahpeton Oyate Tribe
○ Fond Du Lac Band of Lake Superior Chippewa	○ Spirit Lake Nation
○ Grand Portage Band of Chippewa	○ Standing Rock Sioux Tribe
○ Leech Lake Band of Ojibwe	○ Turtle Mountain Band of Chippewa
○ Lower Brule Sioux Tribe	○ Upper Sioux Community
○ Lower Sioux Indian Community	○ White Earth Nation
○ MHA Nation	○ Yankton Sioux Tribe
○ Mille Lacs Band of Ojibwe	
  
- 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're 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.

#### *Sponsor Organization*

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

### **Narrative Questions**

#### *Context*

- Provide a title for the work you are proposing. Maximum of 255 characters (approximately 40 words)
- In 3,000 characters or less (approximately 500 words), provide a brief introduction to:
  - Your organization and any people or organizations working closely with you on this project. As the applicant organization, describe why you are well positioned to lead this work. 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 you are proposing?
- What is the problem that you're trying to solve with the work proposed in this application? How did you decide to focus on this problem? Who informed, or was involved in, identifying the problem that you are working on solving? Maximum of 900 characters (approximately 150 words)
- Why is it important to address the problem now? How is the identified problem typically addressed in your field or community? Describe the current "status quo" approach and why something different is needed. Maximum of 900 characters (approximately 150 words)

#### *The Problem-Solving Process (Check out this [diagram](#) for inspiration.)*

- In 1,800 characters or less (approximately 300 words)
  - Provide a short overview of the problem-solving process you will use to pursue a breakthrough (two or three sentences).
  - Provide a numbered list of key activities you are proposing during the grant term.
- Describe the work that brought you to this point and how it has informed the activities you've proposed for this grant?
- WHO will you engage in problem-solving? We are looking for processes that are inclusive: meaningfully engaging key stakeholders - thoughtfully identifying those needed to create the

intended change and, whenever possible, including those directly affected by the problem. Maximum of 900 characters (approximately 150 words)

- HOW will you work with other partners through the problem-solving process? Describe the group that has come together to work on this project, the various roles of the people and organizations that are involved and how you will make decisions together. We are looking for processes that are collaborative: a true joint effort, with partners willing to share ownership and decision-making as they pursue an innovation together. Maximum of 900 characters (approximately 150 words)
- WHAT community assets and resources will you build on as you pursue a solution to your community problem? We are looking for processes that are resourceful: using existing resources and assets creatively to make the most of what a community already has. Maximum of 900 characters (approximately 150 words)

#### *Outcomes and Innovation*

We know that innovation takes time. In the questions below, we want to learn about both the progress you'll make during this grant term and the community innovation you ultimately imagine.

#### *Progress during grant term*

- Provide a numbered list of key outcomes you anticipate achieving by the end of the grant term. What will increase, decrease, improve, etc. because of the work you've proposed? This is the place to be practical about what you hope to accomplish during this grant period. Maximum of 1,800 characters (approximately 300 words)

#### *Your long-term vision*

- This is the place to dream. You're building towards a community innovation – a breakthrough in addressing a community need that is more effective, equitable or sustainable than existing approaches. What is the breakthrough you imagine one day? What will become different because of it? How will your community be changed? Maximum of 1,800 characters (approximately 300 words)

#### **Attachments**

*Project Budget (required)* - An application without a project budget is not considered complete and will not be reviewed or considered.

*Fiscal Sponsorship Agreement (if applicable)* - If a fiscal sponsorship relationship is part of this application the agreement must be uploaded. An application without the agreement is not considered complete and will not be reviewed or considered.

We will not review or consider any documents besides those listed above.

#### **Eligibility and Selection Criteria**

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##### **Community Innovation Grant Eligibility**

- Community Innovation Grants may be awarded to 501(c)(3) public charities or government entities (including schools). Coalitions or collaboratives are eligible to apply, but only one organization may receive the grant.
- For organizations that do not have 501(c)(3) status, the Foundation accepts Community Innovation Grant 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. Our [fiscal sponsorship overview](#) provides additional information.
- Grants must be used for projects located in Minnesota, North Dakota, South Dakota or the 23 Native nations that share the same geography.
- Grants must be used for a charitable purpose.

## **Community Innovation Grant Selection Criteria**

### *Fit with Community Innovation Grant Program*

- Does the project use inclusive, collaborative and resourceful processes to pursue an innovative solution to a community challenge?
  - 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.
- Is the process likely to lead to a community innovation - a breakthrough in addressing a community need that is more effective, equitable or sustainable than existing approaches?

### *Implementation*

- Is the project plan thoughtful, realistic and does it address the identified community need?
- Does the applicant have the capacity to execute the work effectively or have a plan to meet the needed capacity?

### *Impact*

- Is the project likely to make a significant, sustainable difference, now or in the future?
- Will the project inspire or inform others?

## **Additional Considerations**

We seek a final portfolio of Community Innovation grantees with balance across:

- Size of community
- Size of applicant organization
- Size of grant request
- Demographics of communities served
- Minnesota, North Dakota, South Dakota and the 23 Native nations that share the same geography
- Type of issue addressed

At least 50% of Community Innovation grants will be for projects that address racial and/or economic disparities. *For the purposes of this grant program, the Foundation defines this as proposals that seek to actively reduce structural and/or systemic gaps in access, outcomes, opportunities or treatment based on race/ethnicity or economic standing.*

## **Selection Process and Timeline**

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There are two stages in the Bush Foundation's Community Innovation grant selection process:

### **Initial Review**

Members of the Community Innovation team will evaluate applications and select finalists on a rolling basis. We will communicate our decision via email approximately six to eight weeks from the date the application is submitted.

### **Finalist Review**

A member of the Community Innovation team will schedule a phone call with finalists to discuss the application. We may also request additional information during this stage. The Community Innovation team then makes its final decision and notifies the applicant organization.

For most applications, we estimate the entire selection process – from the date we receive the application to the date we make the final decision to award a Community Innovation grant – will take four months. Organizations can expect to receive their grant payment about one month following the final decision.

## **Working with Community Innovation Grantees**

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The Foundation hopes to build a supportive relationship with Community Innovation grantees by:

### **Working Together**

We'll create a grant agreement based on your proposal, including an agreed upon timeline for the project and use of funds.

We'll be responsive and direct in our communication with you, and will be available to you throughout your grant term. 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 our evaluation of the Community Innovation Grant Program. We will use what we learn together to improve this grant program over time.

We will ask you to share key lessons learned (successes as well as challenges) during our meetings and as part of your interim and final grant reports. Portions of these reports will be shared publicly on the Foundation's website.

We acknowledge that not all grant projects will lead to a community innovation. And, in fact, sometimes the path to an innovation includes unexpected or undesirable outcomes. Learning from these moments is an important part of creating new community solutions and we look forward to doing that with you.

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

### **Sharing Your Story**

We want to publicly recognize the good work that grantees are doing. We will ask you to provide basic content about your organization and project for the Foundation's website.

We may request that you share periodic, informal updates for the Bush Foundation to use in online media promotions.

## **Frequently Asked Questions**

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### *Applying for a Community Innovation Grant*

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

We use an online application system. To start an application, please visit the [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](mailto:CommunityInnovation@BushFoundation.org).



## *Understanding the Grant Program*

- **Are grants for less than \$10,000 available?**

The Bush Foundation is partnering with the [Headwaters Foundation for Justice](#) (MN), [The Consensus Council](#) (ND) and the [South Dakota Community Foundation](#) (SD) to support community innovation projects with budgets of \$500 to \$10,000. The program content and criteria for these grants is the same as the Community Innovation Grants offered by the Bush Foundation.

- **Is there a chance that you will only fund part of my proposal?**

We honor your knowledge about what it takes to do this work well and will likely fund your project in the full amount that you request in your proposal. If we have questions or concerns about your project plan or budget, we will discuss them with you if you become a finalist in our grant selection process.

- **Is there anything you won't fund?**

Beyond the program's [eligibility criteria](#), there are no other constraints to how these funds can be used. We'll look to fund projects that best fit the criteria and propose responsible stewardship of resources.

- **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.

*Not finding an answer to your question? We're happy to help. Please contact us at 651-379-2266 or [CommunityInnovation@BushFoundation.org](mailto:CommunityInnovation@BushFoundation.org) with questions about the Community Innovation Grant program.*

**Sample Project Budget**

This sample project budget is provided for reference. If you have a project budget in an existing format, please feel free to use it.

All of the line items below are examples of sources of support and expenses which may or may not apply to your particular project. They're provided solely as a guide to the type of information we're looking for from applicants.

Here are a few things that we'd recommend you keep in mind when creating your budget:

- Clearly identify funding status (ex. pledged, committed, received, pending, under review).
- If the proposed project will be for more than one year, include a column showing funding and expenses for each year, as shown below.

Applicant Organization Name  
Sponsored Organization or Group Name - if applicable  
Project Title

	Year 1	Year 2	Notes/Funding Status
<b>SOURCES OF SUPPORT</b>			
Bush Foundation	\$ -	\$ -	
In-kind contributions			
Other funding			
<b>TOTAL SOURCES</b>	\$ -	\$ -	
<b>EXPENSES</b>			
Community Events	\$ -	\$ -	
Space Rental			
Facilitator(s)			
Materials			
Capacity Building / Training Events			
Space Rental			
Trainers and Training Cost			
Materials			
Consultant			
Operating Expenses / Overhead			
Staff Positions			
Rent			
Travel			
Pilot / Implementation Expenses			
Other Expenses			
<b>TOTAL EXPENSES</b>	\$ -	\$ -	