

# 16Tech®

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## COMMUNITY INVESTMENT FUND *Resource Guide*

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.

*Revised July 2021.*

### **CONTENTS:**

- 1. Fund Priorities
- 2-3. Grant Criteria
- 4-5. 16 Tech Glossary of Terms
- 5. Application Materials Needed
- 6-7. Frequently Asked Questions
- Appendix: Sample Applications

# COMMUNITY INVESTMENT FUND PRIORITIES



WORKFORCE TRAINING



BUSINESS SUPPORT



EDUCATION



INFRASTRUCTURE &  
BEAUTIFICATION



NEIGHBORHOOD  
CAPACITY BUILDING

**WORKFORCE TRAINING:** Create meaningful workforce development opportunities that lead to career pathways to good and promising jobs that earn at least a living wage

- Increase access to high quality training programs that lead to life science, health care, advanced manufacturing, information technology, construction or other STEAM (science, technology, engineering, arts and math) career pathways
- Provide job readiness, training, and educational opportunities that increase wages, economic assets, and financial literacy
- Remove barriers to economic success and promote family-focused strategies

**BUSINESS SUPPORT:** Support the growth and sustainability of local businesses and entrepreneurs

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

**EDUCATION:** Support student academic success and expand educational opportunities for children in 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 and their families

**INFRASTRUCTURE & BEAUTIFICATION:** Connect people and places to enhance community-building by investing in art, housing, nature and beautification of the built environment

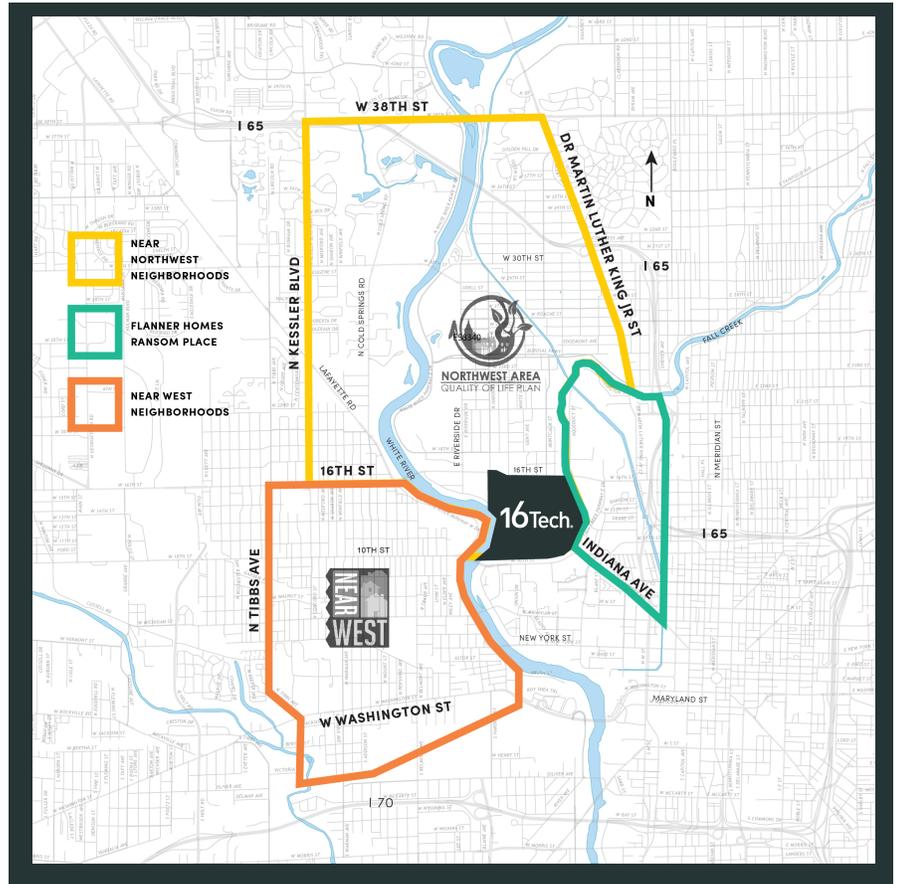
- Improve physical spaces for community benefit
- Increase connectivity, accessibility, and vitality of neighborhoods including efforts to preserve the stability of current residents
- Invest in arts and cultural opportunities that promote the heritage and history of the neighborhoods

**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

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 funding request.

The 16 Tech Community Investment Fund Advisory Committee will assess each application using a scoring sheet with the criteria as outlined on the next page. Applicants must address all criteria in their application. Please note that the criteria are not listed in any particular order.

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

# COMMUNITY INVESTMENT FUND CRITERIA

1. Goals and Corresponding Outcomes/Impact	Missing or unclear	Goals, outcomes, and impact are included, but they are stated vaguely/inconclusively	Goals, outcomes, and impact are clearly stated	Goals, outcomes, and impact are feasible and directly address the stated community need
2. Significant Alignment with CIF priorities &/or Neighborhood Plans	Missing or unclear connection to the CIF priorities and/or neighborhood plans	Description demonstrates weak alignment or relation to CIF priorities and/or neighborhood plans	Description demonstrates adequate alignment to CIF priorities and/or neighborhood plans	Description demonstrates strong alignment to CIF priorities and neighborhood plans
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 impact are included and adequately stated, match some project goals and/or include some tracking information	Measures to evaluate are clearly stated, match project goals, and includes 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 and weak applicant involvement in the neighborhood(s)	Residents were engaged in the design and/or implementation of the project and there is some evidence of resident endorsement and some history of applicant involvement in the neighborhood(s)	Residents were engaged in the design and implementation of the project and strong evidence of resident endorsement and long-term history of applicant involvement in the neighborhood(s)
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 and does not clearly align to the project activities	Budget is complete but only provides some information related to the project budget and there is likely alignment to the project activities	Budget is clearly defined, robust, and provides information related to the project budget and clearly aligns to project activities
6. Operational Feasibility of Project	Simply cannot be done	Weak case for project completion	Some likelihood of project completion	Strong likelihood of project completion
7. Innovation &/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 but there is weak evidence that these components will create impact	The project contains clear innovative and/or creative components and describes how they will provide some 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. Leadership not listed or with no detail	Some experience with the type of work proposed. Leadership has been identified but minimal details on project roles and responsibilities are included	Adequate experience with the type of work proposed. Leadership has been identified and some project roles and responsibilities are included	Strong experience with the type of work proposed. Leadership has been identified with roles and responsibilities set

**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.

**Objective:** A measurable step taken to achieve a goal. (What will you do to achieve the project goals?)

**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 or written approval to support the application.

**Resident Engagement:** The process of engaging neighborhood residents in the work of the applicant.

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

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

## APPLICATION MATERIALS CHECKLIST:

- 990 or audited financial statements\*
- Year-to-Date organization budget board approved
- List of Board of Directors
- Relevant attachments (ex. Project rendering, estimates, program logic model, partnership agreements, etc.)

\*If using a fiscal sponsor, you will need to have the fiscal sponsor's financial statement 990, budget and list of board of directors.

## **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 16 Tech's neighboring communities.

## **Who is eligible to apply?**

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

## **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.

## **How should an applicant demonstrate resident engagement and/or endorsement for their proposed project?**

Applicants should provide written demonstration of resident engagement and/or endorsement of their proposed project. This may include petitions or written letters of support from individuals, students, parents, neighborhood associations or other neighborhood governing bodies that include residents from the area where the project will take place.

## **Who makes funding decisions?**

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

## **Why are applicants asked to list the organization's top three funders?**

Applicants are asked to list the top three organizational funders so that the review committee can gain an understanding of the applicants organization's stability and sources of income.

## **Are matching funds required?**

Applicants are not required to have matching funds.

## **When and how will grantees be notified?**

Grantees will be notified in December. 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 disbursement within 30 days of execution of their grant agreement.

## **How long do we have to complete our proposed project?**

You will have the entire length of the grant term to implement the project, typically this will be one calendar year.

## **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.

## **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 will be shared with grantees.



# Impact Grant Application

**Organization Name**

**Organization EIN**

**Upload list of Board Members**

**Upload Current Year Financials**

**Do you need to upload fiscal sponsor documentation?**

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**Project Title**

**Describe the purpose of this grant and how it aligns with the priorities of the 16 Tech Community Investment Fund**

**May we have your permission to share this application with other funders in the 16 Tech network?**

**Who are your organization's 3 primary funders?**

### **Project Start Date**

### **Project End Date**

### **Community Investment Fund Priority**

### **Primary Target Population**

Select all that apply.

### **Geographic area(s) served by project**

Select all that apply.

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## **Project Details**

### **Project Goals**

**Describe the project goals including a summary of the community issue your project addresses, details on how the proposed project aligns with neighborhood priorities, and the overall community impact the project seeks to achieve.**

**Please summarize the objectives you seek to achieve during this project.**

**What will you do to achieve the project goals?**

## **Project Outcomes**

**Please summarize the intended outcomes and number of people impacted or supported by the project.**

**What are the anticipated results based on implementation of your project?**

#### Tracking & Evaluation

**How do you plan to measure and evaluate the outcomes of your project? What systems are already used or will be developed to track progress towards goals?**

#### Resident Engagement & Endorsement

**Briefly describe how neighborhood residents are engaged in the project and/or how you obtained resident support for the project.**

**Upload electronic copy of resident endorsement or evidence of engagement.**

**(Petition, photos, letters of support, testimonials, etc.)**

#### Leadership & Organizational Capacity

**How is your organization positioned to implement this project successfully? Include a list of key staff and/or partners involved with the project and their qualifications.**

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## Innovation & Creativity

**Describe how your project addresses a community issue in a new or creative way to improve impact.**

# Budget Section

## Total Project Budget

## Funding Request

**Do you have committed sources of funding for this project?**

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### *Budget Details Section*

## Employee Compensation, Benefits, and Taxes Amount

### Employee Compensation, Benefits, and Taxes Amount Description

This can include number of employees, type of employees, costs associated with employment, etc.

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## Professional Fees and Contracted Labor Amount

### Professional Fees and Contracted Labor Amount Description

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## Printing and Publications Amount

## **Printing and Publications Amount Description**

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### **Supplies Amount**

### **Supplies Description**

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### **Marketing and Advertising Amount**

### **Marketing and Advertising Description**

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### **Space Rental and Occupancy Amount**

### **Space Rental and Occupancy Description**

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### **Travel and Transportation Amount**

### **Travel and Transportation Description**

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**How many additional items would you like to add that do not fall within the above-provided categories?**

**OPTIONAL: If you'd like, you can upload a copy of your project budget here.**

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**TOTAL Budget Amount**

\$0.00

# Innovation Grant Application

**Organization Name**

**Organization EIN**

**Upload list of Board Members**

**Upload Current Year Financials**

**Do you need to upload fiscal sponsor documentation?**

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**Project Title**

**Describe the purpose of this project and how it aligns with the priorities of the 16 Tech Community Investment Fund.**

**May we have your permission to share this application with other funders in the 16 Tech network?**

**Who are your organization's 3 primary funders?**

### **Project Start Date**

### **Project End Date**

### **Community Investment Fund Priority**

You can only select one.

### **Primary Target Population**

Check all that apply.

### **Geographic area(s) served by project**

Check all that apply.

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## **Project Details**

### **Project Goals**

**Describe the project goals including a summary of the community issue your project addresses, details on how the proposed project aligns with neighborhood priorities, and the overall community impact the project seeks to achieve.**

### **Project Outcomes**

**Please summarize the intended outcomes and estimated number of people impacted or supported by the project.**

## Tracking & Evaluation

**How do you plan to measure and evaluate the outcomes of your project? What systems are already used or will be developed to track progress towards project goals?**

## Resident Engagement & Endorsement

**Briefly describe how neighborhood residents are engaged in the project and/or how you obtained resident support for the project.**

**Upload an electronic copy of resident endorsement or evidence of engagement.**

## Leadership & Organizational Capacity

**How is your organization positioned to implement this project successfully? Include a list of key staff and/or partners involved with the project and their qualifications.**

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## Innovation & Creativity

**Describe how your project addresses your stated community issue in a new or creative way to improve impact.**

## Budget Section

**Total Project Budget**

## **Funding Request**

**Requests can only be made up to \$25,000.**

**Do you have committed sources of funding for this project?**

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### *Budget Details Section*

#### **Employee Compensation, Benefits, and Taxes Amount**

#### **Employee Compensation, Benefits, and Taxes Description**

This can include number of employees, type of employees, costs associated with employment, etc.

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#### **Professional Fees and Contracted Labor Amount**

#### **Professional Fees and Contracted Labor Description**

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#### **Printing and Publications Amount**

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**Supplies Amount**

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**Space Rental and Occupancy Amount**

**Space Rental and Occupancy Description**

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**Travel and Transportation Amount**

**Travel and Transportation Description**

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**How many additional items would you like to add that do not fall within the above-provided categories.**

**OPTIONAL: If you'd like, you can upload a copy of your project budget here.**

**TOTAL Budget Amount**

\$0.00