



## CATALYST GRANT GUIDELINES

### OVERVIEW

Impact Austin is a community of women that seeks to transform lives in the Austin area through high-impact and life-long giving. Impact Austin combines annual \$1250 donations from members and gives multiple high-impact grants each June to local, worthy causes selected by our members.

Since 2003 Impact Austin has been providing program grants to nonprofits in the Greater Austin area to fund direct service activities that produce measurable evidence of results for clients and that directly align with the mission of the organization.

Since 2015, we have awarded a catalyst grant to a nonprofit in the Greater Austin area to strengthen or grow its organization.

### WHAT WILL WE FUND?

In the application you will be asked to identify the one or two broad categories (bold text in the list below) under which your request falls. As we seek to fund what you identify as your capacity needs, there also will be an option to list “other” should your project fall outside of these broad categories.

#### **Mission, Vision, and Strategy**

- Strategic Planning
- Organizational Assessment

#### **Governance and Leadership**

- Leadership Development
- Board Development
- Executive Transition
- Restructuring

#### **Program Delivery and Impact**

- Program Design and Development
- Program Evaluation

#### **Strategic Relationships**

- Collaborative Capacity Building
- Strategic Partnerships

**Resource Development**

Fund Development  
Earned Revenue Development

**Internal Operations and Management**

General Management  
Human Resources Management and Training  
Employee Retention  
Financial Management  
Operations  
Marketing and Communications  
Technology and Information Systems  
Volunteer Recruitment & Management  
Facility Planning & Improvements  
Capital Improvements

**RESTRICTIONS**

Impact Austin will not fund the following:

- Debt reduction
- Endowments or memorials
- Bridge funding or interim financing
- Operational deficits
- Political lobbying or legislative activities
- General fund drives, annual appeals, or fundraising events
- Fraternal, sectarian or religious organizations where the grant is intended to principally benefit members/adherents or to fund inherently religious activities
- Private foundations
- Litigation/legal expenses in actions by or against the organization
- Sports teams, activities or competitions

Our guidelines are continuing to evolve, and Impact Austin reserves the right to change its criteria without prior notice at any time.

**CATALYST GRANT DEFINED**

A catalyst grant provides funding for the purpose of strengthening or growing a nonprofit organization in order to improve its future performance, impact and sustainability, all in support of its mission and vision.

- Must produce measurable results for the organization by the end of the grant period
- Term: Up to two years

## WHO CAN APPLY?

- The organization has an annual operating budget \$250,000 or greater.
- The organization has at least two full time equivalent staff.
- The organization has been in continuous operation as an independent entity for at least five years.
- The organization can produce an CPA compilation, CPA review, or CPA unqualified audit prepared by a third-party CPA firm and dated within the last 24 months.
- The organization meets all eligibility requirements for an Impact Austin Program Grant, including:
  - The organization has tax-exempt status under Sections 501(c)(3) or 509(a) of the U.S. Internal Revenue Code. Provide services in Bastrop, Hays, Travis and/or Williamson counties, Texas
  - Grant will use full amount of Impact Austin's available grant and plan to expend the grant funds within 24 months
  - A nonprofit organization cannot apply for both a program grant and a catalyst grant in the same year. It may submit only one proposal each year. An organization that has received a grant from Impact Austin may not reapply in the following two years.
  - Collaborations must identify one lead organization to submit the application.

Impact Austin has the right to reassess the eligibility guidelines at any time.

## REVIEW PROCESS

Impact Austin has a three-part Catalyst Grant Application process:

1. **Grant Application:** Each eligible organization submits a Catalyst Grant Application utilizing the online form provided by Impact Austin. You also will be asked to submit various scanned documents to accompany the form. Grant applications must be received by the submission deadline. Impact Austin members will review all Grant Applications and select semifinalists to participate in Site Visits. Unlike our program grants, there is no letter of inquiry stage for Catalyst Grant Awards.
2. **Site Visit:** Impact Austin will conduct a site visit with 3-5 semifinalists for the Catalyst Grant Award. Site visits provide an opportunity for Impact Austin members to meet the people behind the organization requesting funding. Site visits include interviews with selected representatives from the organization. Following the site visit, Impact Austin members will select two finalists for the Catalyst Grant Award.

3. **Annual Meeting:** Information about each finalist will be mailed to all of Impact Austin's members. In addition, representatives from each of the finalists will be invited to attend Impact Austin's annual meeting to participate in informal dialogue with our members and present their request. At the meeting Impact Austin's members will then vote on the finalist, with each member casting one vote and the majority deciding the grant recipients.

Impact Austin reserves the right to reject a Grant Application for any reason; including a missed deadline or missing required documentation. For more detailed instructions, see the Catalyst Grant Application Overview on our website at [www.impactaustin.org](http://www.impactaustin.org).

**Terms of Grant:** Prior to receiving the grant money, the grant recipient must execute Impact Austin's Terms of Grant. A sample of the Terms of Grant can be found on our website at [www.impactaustin.org/](http://www.impactaustin.org/).

**Evaluations:** Impact Austin requires that our Community Partners submit periodic progress reports. Impact Austin emphasizes the use of evaluation to measure program progress and outcomes, promote learning from experience, improve program performance and encourage our Community Partners to build effective self-evaluation plans into their projects. Copies of the interim and final report forms can be found on our website at [www.impactaustin.org/](http://www.impactaustin.org/).

## QUESTIONS?

If you have any questions regarding the catalyst grant application process, please check the FAQ's on our website or email us at [grants@impactaustin.org](mailto:grants@impactaustin.org).