



### Supplemental Guidance on Proposals

The following frequently asked questions (FAQs) are meant to provide additional guidance to community foundations submitting implementation grant proposals under Lilly Endowment’s Giving Indiana Funds for Tomorrow (GIFT) Phase VII initiative. For full details on the requirements for implementation grant proposals, please refer to the GIFT VII [Request for Proposals](#).

#### General Guidelines

**Does the Endowment expect each community foundation to assume a specific type of leadership role in its community?**

No. As noted in the GIFT VII [Request for Proposals](#), the role a community foundation may play as a local leader will vary from one foundation to another given differences in operational capacity, expertise, organizational priorities and local needs and culture. Some community foundations may be well-suited to direct local leadership initiatives while others may show leadership by playing a supporting role in partnership with other organizations. The Endowment encourages each community foundation and its board of directors to identify its responsibilities, capacities and opportunities within the context of its local landscape to inform the type of leadership role it takes in addressing local issues.

**Can an organization other than a community foundation be the recipient of a GIFT VII implementation grant?**

No. GIFT VII [Eligibility Guidelines](#) specify that only Indiana community foundations that have satisfactorily participated in a previous GIFT phase or program may participate in the initiative; however, there may be appropriate situations where a community foundation’s proposal involves regranting and/or providing financial support to other organizations as part of its community leadership strategy.

**If a community foundation decides it is not able or willing to pursue an implementation grant, will its ability to participate in future GIFT initiatives be affected?**

No. As noted in the GIFT VII [Eligibility Guidelines](#), participation in any component of GIFT VII is not required as a condition to participate in future GIFT programs the Endowment may offer.

**Can an implementation grant proposal request support for a community foundation’s existing program or initiative, or does it need to address a new area of focus?**

The Endowment recognizes that some community foundations already may be exercising a leadership role with existing programs or initiatives. A community foundation may propose to further enhance or expand existing work or, if appropriate, it may pursue a new focus. The decision to enhance such existing leadership work or begin a new program or initiative should be made by a community foundation and its board of directors after thoughtful deliberation and consideration of its local context during the planning period.

### **What budget categories can be included in an implementation grant proposal?**

The Endowment expects implementation grant funding will be deployed to directly address high priority local challenges and opportunities and that grant expenditures may include, but are not limited to, program and administrative staff, equipment and supplies, consultants, capital investments, and regranted funds, among others, related to addressing the prioritized challenges or opportunities. If a community foundation plans to include general and overhead expenses in its grant budget, it should contact the Endowment prior to submitting its proposal.

The budget narrative included in the implementation grant proposal should describe each budget line item and explain how it was calculated.

### **Does an implementation grant proposal need to include a program or strategy that continues beyond GIFT VII funding?**

No. The Endowment is open to proposals that include one-time funding expenditures that would not need to be sustained. A community foundation also may submit an implementation grant proposal that includes a program or strategy that continues beyond GIFT VII but is not required to do so. If a community foundation intends that the proposed program or strategy will be continued after the Endowment's grant has been expended, the community foundation's implementation grant proposal must include a credible plan that demonstrates how it expects to develop resources to sustain the program or strategy. A community foundation should not expect the Endowment to provide additional funding for such programs or strategies beyond the GIFT VII grant period.

### **May a portion of the implementation grant funds be set aside for future sustainability of the proposed program or strategy?**

No. Implementation grant funds are expected to be deployed to directly address high priority challenges and opportunities during the grant period. If a community foundation intends that the proposed program or strategy will be continued after the Endowment's grant has been expended, the community foundation must describe in its proposal a sustainability plan that demonstrates how it expects to raise additional funding needed to sustain the program or strategy beyond the implementation grant period and/or what resources have been committed by the community foundation or external funders for such purpose.

### **May a community foundation reallocate a portion of its GIFT VII planning grant to its implementation grant budget?**

GIFT VII planning grants are intended to support a comprehensive planning process; however, if a community foundation has completed its planning and has funds remaining from its planning grant, it may seek the Endowment's approval to reallocate a portion of its planning grant to cover implementation expenses. Community foundations will have until **January 31, 2020**, to submit a request to the Endowment to reallocate planning funds to its implementation grant proposal. This request should include a summary of the amount being reallocated, the planning activities that have been completed, and the reason for the reallocation. The Endowment will handle all planning grant reallocation requests on a case-by-case basis.

### **Does an implementation grant proposal need to include collaborations with other stakeholders?**

The Endowment expects implementation grant proposals to include collaborations with local and/or regional stakeholders. The roles, responsibilities, and commitments of participating stakeholders should be clearly defined in the proposal narrative and corroborated by those stakeholders in letters of support included with the proposal.

### Does an implementation grant proposal need to include external funders?

No. External funding is not required in an implementation grant proposal; however, if the total funding for the proposed idea is greater than the amount a community foundation requests from the Endowment, the proposal should include a credible plan that describes how the community foundation expects to address the funding gap.

### Do letters of support need to be included with an implementation grant proposal?

Yes. Letters of support from relevant collaborators or community stakeholders should be included with an implementation grant proposal. Each letter of support should corroborate the importance of the proposed idea to the local community, describe the role the stakeholder will play in implementing the proposed idea, and highlight the financial or other resources, if any, that the stakeholder has committed to supporting the proposed idea. For community foundations submitting proposals on behalf of or including affiliate funds, implementation grant proposals should include letters of support from each affiliate fund's advisory board.

### Can a community foundation submit multiple implementation grant proposals?

Except as noted below under **"Multi-County Implementation Grant Proposals,"** the Endowment will accept only one implementation grant proposal from each community foundation.

### Is there a certain time period an implementation grant should cover?

While the GIFT VII [Request for Proposals](#) does not mandate a specific time period during which implementation grant funds must be spent, implementation grant periods should not exceed five years. Regardless of the length of time during which grant funds will be spent, the Endowment expects that each successful grant will be paid as a single sum (rather than in parts paid out over multiple years). If an implementation grant proposal covers a grant period of more than one year, the budget should detail how grant funds will be used each year during the grant period.

### How soon should a community foundation begin to implement its proposed idea?

Except in rare instances, the Endowment would expect that implementation grant activities would commence during 2020.

## Multi-County Implementation Grant Proposals

### Are collaborative multi-county implementation grant proposals acceptable?

Yes. Collaborating community foundations may submit a single implementation grant proposal that addresses challenges or opportunities across several counties. For collaborative multi-county implementation grant proposals (i.e., joint proposals), collaborating community foundations should, in a joint cover letter included with the proposal, designate which community foundation will serve as the grantee. A joint proposal must follow the guidelines described in the request for proposals and describe the role that each community foundation has in implementing the proposed idea.

If a community foundation submits an implementation grant proposal specific to its county but also has identified a collaborative opportunity with other community foundations, it may allocate a portion of its implementation grant budget to a joint proposal. This joint proposal may be submitted in addition to a community foundation's county-specific implementation grant proposal. However, the total funding allocated between a community foundation's county-specific proposal and a joint proposal may not exceed the total amount the foundation is eligible to receive.

### **Can a group of community foundations combine the foundations' total eligible implementation funding to propose an idea focused on a single county?**

Yes. The Endowment recognizes that community foundations may identify a funding opportunity in a single county that would impact and/or benefit a larger region. If a group of community foundations collectively determines to fund such an opportunity, the foundations may combine their total eligible implementation funding to propose an idea focused on a single county.

### **Can a community foundation with affiliate funds in multiple counties submit separate proposals for each affiliate fund?**

Yes. The Endowment does not require that affiliate funds participate in a joint proposal; rather, it encourages the community foundation and its affiliate funds to determine whether to combine their resources and submit a joint proposal, or to submit separate proposals. Both joint and individual proposals must follow the proposal guidelines described in the [Request for Proposals](#) and should include letters of support from the advisory board of each affiliate fund that is part of a proposal.

## **Implementation Grant Application and Review Process**

### **When are implementation grant proposals due?**

Implementation grant proposals must be submitted on or before **March 13, 2020, at 5 p.m.** (Eastern time). Please note this date is different than that stated in the original [Request for Proposals](#).

### **Why did the deadline for the submission of implementation grant proposals change from the request for proposals?**

The Endowment originally intended for planning grants to be awarded no later than May 15, 2019; however, in reviewing initial planning grant submissions, the Endowment decided to allow each community foundation the opportunity to revise and resubmit its planning grant proposal to include investments in internal capacity-building, which pushed back the date planning grants were awarded. The implementation grant proposal deadline was changed to provide additional time for each community foundation to conduct and complete its planning.

### **Will the Endowment consider an extension of the deadline if a community foundation is not prepared to submit a full implementation grant proposal on or before March 13, 2020?**

No. The Endowment does not expect any additional extension of the deadline.

### **How should implementation grant proposals be submitted?**

A cover letter (signed by the community foundation executive director and board chair) and the full proposal (executive summary, proposal narrative, budget and budget narrative, and letters of support) should be submitted electronically as a single PDF document to the Endowment at [gift@lei.org](mailto:gift@lei.org). A copy of the budget should also be submitted in Excel format. The proposal and its components should be written in 10-point font or larger with 1-inch margins.

### How will the Endowment make grant decisions?

Implementation grant proposals will be reviewed by the Endowment to ensure the implementation grant criteria described in the [Request for Proposals](#) have been met. The Endowment may seek additional information or request modifications of the grant proposals where appropriate and allow for proposal revisions, if necessary. The Endowment expects implementation grant decisions to be communicated and grants to be paid to community foundations during summer 2020.