Kresge Innovative Projects: Detroit

Round 4 Application Guidelines

January 2018

KIP:D is the cornerstone of our commitment to neighborhoods.

Kresge's Detroit Program collaborates with civic, nonprofit and business partners to promote long-term, equitable opportunity in our hometown. Our strategy includes place-based efforts to improve quality of life for residents of Detroit's neighborhoods and efforts to strengthen arts and culture, early childhood development, community development and other citywide systems.

The **Kresge Innovative Projects: Detroit (KIP:D) initiative** is an important part of our commitment to neighborhoods. It seeks to respond to community priorities by providing resources for projects that are not necessarily "new," but **that support the vision and creativity of Detroit's residents to improve the quality of life in our neighborhoods.**

In partnership with Michigan Community Resources, we also hope to support recipients of KIP:D grants to become a cohort of community organizations that will engage in peer learning opportunities, weaving together a network of resident leaders working collaboratively to support Detroit's neighborhoods.

Who can submit an application?

The organization must:

- Be incorporated in the state of Michigan, located in and primarily serving the city of Detroit.

- Have at least two years' experience working with and serving Detroit's residents.

- Have an IRS 501 (c)(3) designation or operate under a college or university.

The organization may not be:

- An elementary or secondary school;

- A religious congregation (however, faith-based organizations such as faith-based community development organizations may apply);

- A for-profit organization; or

- An individual.

*We encourage groups that do not meet these criteria on their own to consider **collaborative applications.***

Collaborative Applications are grant applications involving a collective effort between two or more organizations to lead a project. These applications are where:

- There are multiple parties that wish to work together to build on each other's expertise in order to develop and implement a high-quality project; or
- One of the applicant organizations does not meet minimum eligibility requirements for application or would otherwise be precluded from applying.

Collaborative Applications must follow the same process as all other applications and be formally submitted by an organization that does meet these eligibility requirements. Specific requirements for information that needs to be included in a Collaborative Application can be found in the Appendix.

What types of projects are eligible?

KIP:D seeks to fund projects in Detroit's neighborhoods that support the vision and creativity of residents, using inclusive, collaborative processes that authentically engage community members in planning, design and implementation.

The initiative supports projects that:

- Are led by Detroit-based nonprofits serving residents and neighborhoods within the city of Detroit;
- Strengthen Detroit's neighborhoods and improve the quality of life of its residents;
- Advance neighborhood priorities and build on a community's assets and distinctive attributes, recognizing and highlighting narratives of a community – whether based on a shared sense of place or identity.
- Are shaped by community members through inclusive, collaborative processes;
- Are aligned with the principles within the Detroit Program's commitment to racial equity.

Examples of previously funded projects include:

Repurposing vacant lots into green uses.

Modifying streets and sidewalks to increase walkability.

Facilitating youth-led efforts to build neighborhood connectivity.

Empowering community members to advocate for issues that impact their community.

Renovating neighborhood buildings into community hubs.

Infusing arts into a range of activities to highlight a community's history or heritage.

and many others!

What does a KIP:D grant support?

KIP:D supports both Planning and Implementation activities, which can include:

Planning	Implementation
• Community engagement activities to enable residents to shape the concept and design; • Development of high-level plans and timelines; • Identification of architects, consultants, artists, and other partners for implementation; • Securing site control for the project site; • Securing memoranda of understanding with implementation partners; • Design of detailed technical documents, blueprints, project plans and/or timelines.	• Community engagement to involve residents throughout the implementation phase; • Physical construction of the project; • Providing services or programming for community members as part of the project; • Creative placemaking activities as part of the project.

- Applicants may apply for funding for one of the following:
    - **Planning grant** (up to $35,000);
    - **Implementation grant** (up to $150,000);
    - **A combined Planning and Implementation grant** (up to $150,000).
- Regardless of the type of grant awarded, you have 24 months to complete all grant activities.
- If an applicant is awarded funding for both Planning and Implementation, the organization must complete Planning activities before receiving payment for the Implementation phase.

How to apply

Kresge's Detroit Program is actively working to make the KIP:D initiative more accessible. Interested organizations can now begin the application process by submitting a short Concept Proposal in our online Fluxx system. After all Concept Proposals are reviewed, selected applicants will be invited to submit a more detailed proposal.

At least one week before deadline	*By February 13*	*March*	*May*
Register for an online account	**Submit a Concept Proposal**	**If invited, complete a more detailed proposal**	**Grant awards**

- Prospective applicants must register for a Fluxx account at kresge.fluxx.io at least one week before you expect to complete your application. (Past applicants may already have created an account).
- Please reach out to the Kresge Program Operations Department if you need support with your registration.

- Submit a brief Concept Proposal that answers four sequential questions about your project (details on next page).
- The Concept Proposal may be submitted in written form OR as a 3-5 minute video. We encourage applicants to use the format that is most practical and effective for their application.

- After the Concept Proposals are reviewed, selected applicants will be invited to complete a more detailed proposal.
- At this point, invited applicants will be asked to answer additional questions and submit documents, such as financial audits and detailed budgets.

- Kresge's program staff will review proposals and schedule individual learning sessions by phone with applicants to learn more deeply about their projects.
- After this stage of review, **we expect to announce KIP:D Round 4 awardees in May 2018**.

How to submit a Concept Proposal

Concept Proposals must be submitted through the Kresge Foundation's Fluxx platform at kresge.fluxx.io. If you do not currently have an account in Fluxx, please ensure you register for an account at least one week before you expect to complete your application to allow time for account registration.

Concept Proposals must include 1) a written or video response to four prompts AND 2) a letter of request and an organizational budget as detailed below:

1

Written Response: a brief narrative (no more than 8,000 characters) that respond to the question prompts.

OR

Video: a video no longer than 5 minutes that responds to the prompts. The video does not have to be professionally created; a cell phone-created video that responds to the questions is more than sufficient. Production quality will NOT be a factor in review.

All Concept Proposals must answer the following prompts in this order:

- Please describe your proudest accomplishment as an organization serving a Detroit community.
- Please describe your project, the community it serves, and how it advances the community's goals and priorities.
- Please explain how you expect your project to improve community connectivity and quality of life in the long-term.
- Please describe how community members have been involved in shaping this project proposal.

AND

2

All submissions must also attach:

- A brief letter of request on organization letterhead, signed by the chief executive officer, officially confirming submission of the Concept Proposal.
- An annual organizational budget for the current or most recently completed fiscal year.

Please see the Appendix for templates for these documents.

How your Concept Proposal will be reviewed

We expect to receive a highly competitive pool of project proposals from across Detroit. Each proposal we receive will be reviewed for:

- **The organization's past success in serving a Detroit community.**

- **How the project advances a Detroit community's goals and priorities.**

- **The extent to which the project will improve community connectivity and quality of life in the long-term.**

- **The extent to which the project was shaped by community members.**

Concept Proposals will be reviewed using the following process:

1 Your written response or video will be reviewed by a panel of Detroit residents and leaders with experience working in community development, arts, health or education in Detroit. This panel will make recommendations to Kresge staff based on the review criteria.

Kresge Detroit Program staff will also review all Concept Proposals.

2 Based on panel recommendations and Kresge staff reviews, a group of applicants will be invited to complete a more detailed proposal in March. We will also inform applicants that are not selected at this time, and explain why the application was not selected.

The Kresge Detroit Program's Commitment to Racial Equity

The Detroit Program team is committed to advancing racial equity, both in our work as a team, and in the community. This commitment is central to our ongoing process to embed principles of equity and empowerment in the financial support we provide, and to our journey to continuously improve the way we work.

Challenges in Detroit are not only about current issues. They stem, as in all parts of the United States, from a deep and complex legacy of structural racism and bias. This legacy manifests itself in how our society has invested – and *disinvested* – in communities. The critique of this legacy is embedded in social justice movements seeking community engagement and empowerment for a more equitable future. For all Detroiters to fully thrive, we recognize that as a community we must address the root causes of the city's challenges. For that reason, the Kresge Detroit Program is deepening its racial equity work.

Our working definition of racial equity

We understand and are committed to advancing racial equity not just in outcomes, but in how we do our work. By *outcomes*, we mean that race should no longer predetermine how one fares in our city. In regards to our work, we understand that it is necessary to evolve our own practices and programs to reflect racial equity. We pursue racial equity by taking time to explore and learn from others, by asking new, hard questions about equity, structural racism and power, and by taking intentional actions as a team to advance the work.

Our commitment

As we strive to advance this work, we commit to operationalizing the following principles: listening first to learn; being humble, respectful and inclusive; challenging power narratives, our own included; and acting with intention. **Through KIP:D, we commit to realizing these principles by particularly seeking partnerships with organizations that have traditionally faced challenges in accessing systems of power and funding opportunities.**

Appendix

Collaborative Application Guidelines

What is a Collaborative Application?

- Collaborative Applications are applications submitted jointly by two or more organizations. Collaborative Applications are typically submitted if:
  - There a multiple parties that wish to work together to build on each other's expertise in order to develop and implement a high-quality project; or
  - One of the applicant organizations does not meet minimum eligibility requirements for application.
- An Applicant of Record must be identified in a Collaborative Application. An Applicant of Record is an organization that meets all minimum eligibility requirements for application and is responsible for formally submitting the application.

Who can be an Applicant of Record?

- Applicants of Record must meet the minimum eligibility requirements for application, including:
  - Be incorporated in the State of Michigan, located in and primarily serving the city of Detroit;
  - Have at least two years of operating history;
  - Have an IRS 501 (C)(3) designation or operate under a college or university; and
  - Be able to provide an independently prepared audit for the most recently completed fiscal year that follows Generally Accepted Accounting Principles or Government Audit Standards. Organizations with annual budgets of $250,000 or less may provide a qualified financial review or IRS Form 990 for the most recently completed fiscal year in place of the audit.

What details must a Collaborative Application include?

- Collaborative Applications must submit a copy of a memorandum of understanding, signed by all partners, explaining how the participating organizations will work together, indicating the roles and responsibilities of each partner in each phase, and how the partners will communicate and make decisions throughout the partnership.
- Collaborative Applications should also clearly delineate how the respective partners add value to achieving the overall project goals, and how their collective effort will be grounded in the needs of the particular community.

Planning and Implementation Grants

How do I determine whether I should apply for a Planning or Implementation Grant?

- Planning grants are used for:
  - Development of the design plan or prototype of the project with community input.
  - Development of architectural or construction concepts or blueprints (for physical projects), or design programming and processes for nonphysical projects.
  - Community engagement to ensure community members lead in shaping the design of the project.
- Projects that apply for an Implementation grant should have already completed the above planning activities.
- You are encouraged to apply for a Planning or Implementation grant. You may apply for a combined Planning and Implementation grant, as long as you will complete both phases within 24 months of the grant award (by June/July 2020).

If I am awarded funding for both Planning and Implementation, how will payment be structured?

- If you apply for and are awarded funding for both Planning and Implementation, you will receive payment for Planning upon grant award. Once your Planning activities have been completed, you will receive payment for the Implementation phase.
- Completion of the Planning phase is based on benchmark goals that are tailored specifically to your project. Once your project has met the benchmark goals to indicate completion of Planning, you will submit a report to your program officer. At that time, we look forward to a collaborative conversation about how your project is progressing and how we can best support your project to move forward to Implementation.

If I am awarded a Planning grant, am I guaranteed an Implementation Grant in the future?

- No. However, if you are awarded a Planning grant for Round 4, you are encouraged to apply for an Implementation Grant in the next round of KIP:D applications.

Sample Budget Template

REVENUE

Item	Budgeted	Actual (if applicable)
For example: individual donations	$50,000	$70,000
For example: grant funds	$100,000	$120,000
TOTAL		

EXPENDITURES

Item	Budgeted	Actual (if applicable)
For example: salary and benefits	$80,000	$95,000
For example: building maintenance	$70,000	$100,000
TOTAL		

Total Actual Income		$190,000
Total Actual Expenses		$195,000
Balance		($5,000)

Sample Letter of Request

ORGANIZATION LETTERHEAD

The Kresge Foundation
3215 W Big Beaver Rd.
Troy, MI 48084

To whom it may concern:

I am writing to confirm my organization's application for a Kresge Innovative Projects: Detroit grant for (*insert amount here*). I look forward to hearing from you.

Thank you.

<Insert Organization CEO name and signature>