



NHCDFFA Ideas to Innovation (i2i) Grant FY 2017 Guidelines

CDFFA Organizational Objectives

CDFFA delivers financial and technical resources to support the growth of vibrant communities throughout New Hampshire. With an innovative and collaborative approach to financing, CDFFA is focused on meeting the evolving community and economic development needs of New Hampshire's municipalities, businesses and nonprofit organizations.

Program Objectives

The CDFFA Ideas to Innovation Program ("i2i") assists nonprofit organizations that are undertaking initiatives that will generate ideas and innovative solutions to community issues. The program's objective is to provide resources to enable innovative community and economic development initiatives for CDFFA partners and deliver actionable and replicable results which benefit New Hampshire communities.

Acceptable Uses of Funds

CDFFA seeks to provide resources for initiatives, public events and partnerships that:

1. Recognize the value mutual relationships (e.g. interconnectedness) of various community systems (e.g. economic, social, environmental, public health, employment, and livability).
2. Generate actionable ideas and innovative thinking potentially leading to new and replicable policies, incentives, or financing models that advance and/or compliment multiple systems in New Hampshire Communities.

Proposed Activities

The proposed activities must generate an innovative community driven, economic and/or community development process which affirmatively seeks to produce actionable results. Potential grantees must be able to demonstrate milestones, deliverables and outcomes of the proposal, as well as how results will be measured and evaluated.

Eligible Recipients

Potential grantees must have current 501(c)(3) status and provide a minimum of **two** years of audited financial statements or provide **two** years of your submitted IRS Form 990. Funding awards for the i2i Program require a part-time employee (or equivalent position) responsible for managing the project.

Grant Guidelines

- All applications must be completed in CDFFA's Grants Management System (GMS). To register for GMS visit <https://www.nhcdfragrants.org/register.jsp>. Additional

information on how to complete this process can be found in the **GMS Registration and Tips** section of this document.

- If your application is awarded, the grant will be managed and administered online using this **GMS** system.
- **Acceptable use of funds:** Expenses associated with forums and public events that **CDFA** deems innovative and in the spirit of the **i2i** program.
- **Reimbursable expenses** may include:
 - Speaker fees
 - Facilitator costs
 - Venue and related event costs
 - Final outcome production (deliverables), including multimedia costs
- **Maximum i2i Program funding:** \$8,000
- **Minimum matching funds requirements:** 10% (of the overall project total)
- **Application Timeline:**
 - **Limitations:** i2i Program funds are limited to one application per individual applicant every two years after a project has been completed.
 - **Notice of Funding Opportunity (NOFO):** Notices for application submissions will be posted the second Friday in January and second Friday in May.
 - **Application Submission Deadlines:** i2i Program applications are due by **4 PM** the fourth Friday in February and fourth Friday in June (please check **CDFA's** website for exact submission dates). Deadlines for 2017 applications are February 24 and June 23.
 - **Application Availability:** Applications are available and must be completed via **CDFA's** Grant Management System (www.nhcdfragrants.org).
 - **Review Timeframe and Award Notifications:** Applications will be reviewed within 75 days of a completed application.
 - **Project Completion:** All proposed projects must be completed within 6 months of funding approval date.

Evaluation Process

Grants are accepted two times a year as listed above under **Application Timeline**. Completed Applications are initially reviewed by a **CDFA** committee. The committee will make recommendations to **CDFA's** Board of Directors who are authorized to make **i2i** Program funding decisions.

Evaluation components of **i2i** Program applications include:

- Degree of innovation in subject and anticipated outcomes
- Originality of the event
- Budget components
- Demonstrated public engagement on multiple levels (outreach and marketing)
- Venue sourcing – preference will be given for locally owned venues and locally-sourced services
- Applicability to current or future community and/or economic development topics
- Presentation/Speaker/Facilitator strength and diversity of subject being presented

- Final product – Accessibility and use of the final product to the targeted audience
- Organizational capacity to successfully carry out the project

Award Notification & Implementation

- Applicants will be notified of CDFA's Board of Directors funding decisions within 75 days of completed submissions.
- All i2i Program awards will conform with all standard and customary CDFA contract requirements.
- Disbursement of funds are based on documentation (e.g. invoices) of actual expenditures.
- Closeout – Final project reviews are based upon the accomplishments of your Proposed Activities.
- Opportunity to present to CDFA Board and Partners.
- All CDFA grant funds are managed and administered in CDFA's online Grants Management System.

SAMPLE i2i GRANT APPLICATION

All applications must be completed in CDFA's Grants Management System (GMS). To register for GMS visit <https://www.nhcdfragrants.org/register.jsp>. Additional information on how to complete this process can be found in the GMS Registration and Tips section of this document.

Applications must be completed and submitted by the designated date no later than 4 PM.

A completed application will require the following:

Organization Info

- Applicant Organization
- Organization Address
- Organization's Website Address
- Organization's Mission Statement
- Executive Director/Lead Officer
- Phone number, E-mail address

Project

- Project Title
- Location of Event
- Date of Event
- Project Description: Is this part of a bigger project or a stand alone
- Issues to be identified / reviewed – why and how?
- Anticipated Outcomes / Beneficiaries
- Pre-Planning Process: For every planning process, pre-planning is critical to success. What activities have taken place thus far to prepare the community and its stakeholders to engage in this process?
- What makes it innovative? What are the innovative tools being used in this process?
- What will be the end product of this event?
- What will be the resulting output and how will those not at the event gain or acquire information from this project?
- Identify the Target Audience for the event
- Audience Outreach

Implementation

- Product / Plan / Outcome Distribution: To whom and how will it be distributed? How will you receive feedback?
- What will be the next steps / implementation process?
- Partners: Are there other planning processes underway in the area or region that will supplement or work in tandem with this plan? If yes, how?
- Program Presenter / Facilitator Bio

Budget/Costs (sources and uses)

- Amount Requested
- Total Project Budget
- Budget Breakdown
- Cost of attending the event:
- Scholarships / reduced fees available?
- Organization's Operating Budget

Required attachments

- If Municipalities: Two years of Audited Financials
- If Nonprofits: IRS Letter 501(c)(3) Designation and Two years of IRS Form 990
- Businesses & Nonprofits: Registration Documentation with NH Secretary of State
- Proposed Agenda
- Bios of Presenters and Facilitators
- Partner Organizations and their role for the event with commitment letters
- Public Outreach and Marketing Plan

Other Conditions

Successful applicants will be required to execute a grant agreement with CDFR. Additional information may be required to satisfy CDFR that applicant is eligible under RSA 162-L.

CDFA GRANTS MANAGEMENT SYSTEM REGISTRATION AND TIPS

(www.nhcdfragrants.org)

Registration Instructions

These instructions are designed to help guide you through the registration process for CDFA's online grants management system (GMS). If you encounter any problems, please contact CDFA at 603-226-2170.

- 1) Go to www.nhcdfragrants.org.
- 2) Click on **Register Here**.
- 3) Complete the form. This will become your personal profile and includes your contact information as well as information about your organization. Your profile will be used for all grant communication, so make sure it's accurate and up-to-date.
- 4) Fields with a red star (*) are required, and must be completed or you will not be able to submit your registration.
- 5) Once complete, click the **Register** link at the top of the form.
- 6) CDFA will be notified of your registration and will review and approve within 2 business days. You will then receive an email from GMS with your user ID and password. You can change your password after you log in, under the My Profile on the main menu page.
- 7) Note: All individuals working on an application in GMS must register. If your organization hires a grant writer, they must register as well, under their business. They must submit a GMS authorization form to be associated with the applicant organization. This form can be found in the Funding Opportunity, under attachments.

Application Instructions

- 1) Once you're registered, login to GMS.
- 2) Click on **Funding Opportunities**.
- 3) Select the **Ideas to Innovation (i2i)** from the Opportunity Title column.
- 4) Click on **Start a New Application**.
- 5) Fill in the General Information and click **Save**.
- 6) When you've finished all the components, click submit.

GMS Tips

- 1) The best browsers to use are Mozilla Firefox or Google Chrome.
- 2) To edit a component click "edit" near the top of the form. Fields and text boxes will open for you to answer the question(s). Be sure to click on Save after answering questions.
- 3) You can copy and paste text from a Word document to a question in GMS. Use the "Paste from Word" feature in each text box banner to avoid copying hidden characters.
- 4) To add a required document, click on the green plus sign to the right of the document. You will then be prompted to browse and attach a file.
- 5) Only attach .pdf or .jpeg documents. If you don't have Adobe software you can use Cutewriter to pdf any document. You can download Cutewriter software at www.cutepdf.com.
- 6) If you mark a component complete you can still edit that component until the application is submitted. However, your application cannot be submitted until all components are marked complete.

- 7) Once you click submit your application will be submitted for review and is only accessible through negotiation. If there is information missing or that needs to be corrected, the respective component(s) will be negotiated back to you for correction.
- 8) After the corrections are made, you must submit the component(s) back to CDFA for review.
- 9) If multiple questions in one component are required fields, you can save the component without answering all of the questions by adding at least one (1) character to each of the required boxes and save. Remember to return and answer these questions before the application is submitted.
- 10) Be sure to “Save” early and often.
- 11) The system will “time out” after three (3) hours of inactivity.
- 12) If you click the back button before you click save, your information will be lost.
- 13) Before submitting your application we recommend you preview your application, print to pdf and save it to your computer.
- 14) Call CDFA at 603-226-2170 for questions you may have while using the Grants Management System (GMS).