**Rotary Charities of Traverse City**

**Systems Change Accelerator Grant Application Questions**

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|  | **APPLICANT INFORMATION** |
|  | * Entry Quiz: Have you had a pre-grant meeting with staff to discuss this specific request? |
| 1 - 13 | * Applicant Organization Name * Address * County * Federal Employee ID Number * Applicant Organization’s Full-Time Employees or Equivalent * Applicant Organization’s Current Annual Organizational Operating Budget * Year Founded * Web Address * Initiative Contact (will receive all communication regarding the application/project, including the grant agreement – should have signature authority for the applicant organization) * Initiative Contact Organization * Initiative Contact Title * Initiative Contact Telephone * Initiative Contact Email |

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|  | **PROPOSED INITIATIVE** |
| 14 | Initiative Title |
| 15 | Purpose of this funding request.  Example:  *The XYZ Initiative requests this grant to contribute to reducing the complex community problem of XYZ by implementing these actions:*  *-X*  *-Y*  *-Z*  Suggested 100 words |
| 16 | This grant category recommends a partnership of at least three different organizations. Please describe your partnership, including:   * Who are your initiative partners who are responsible for carrying out the work of the initiative described in this proposal? * Are the initiative partners members of a larger network or coalition? * What are your biggest accomplishments to date? * Include a description of any past funding that has helped partners get to the point of this application. Funding could be to any one of the partners, the fiscal agent, the partnership, or a related network or coalition.   Suggested 300 words |
| 17 | Counties impacted by initiative (drop-down list) |
| 18 | Amount of funding request (limit $150,000) |
| 19 | Total initiative cost (at least 10% cash or in-kind match required) |
| 20 | Initiative funding duration (2– 3 years) |

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| 22 | Please **describe your proposed initiative** including:   * What complex problem are you addressing? Limit to one sentence.   *Example provided by the Youth Homelessness Initiative funded by Rotary Charities in 2018: Our initiative seeks to address the problem of youth homelessness by working toward a future where the experience is rare, brief and non-recurring.*   * What is your “constellation of actions” - the various things your initiative will do to change the system? Include the partners responsible for each part and an estimated timeline. * How is this approach different from the status quo approach to the problem?   Suggested 700 words | **Proposed Initiative** |
| 23 | Please describe how this initiative is **aligned** with other work in the community aimed at the same problem you are addressing.   * How is this initiative related to other work in the community, including other organizations/entities/initiatives that impact this system?   *Example: Organization X works to advocate for related policy change; organization Y focuses on underserved youth; organization Z trains educators, etc.*   * How will your initiative stay connected with and amplify others in the community doing complementary work?   Suggested 200 words | **Alignment** |

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|  | **SYSTEM AWARENESS** | **Criteria** |
| - | The next few questions are designed to help us understand the context around the complex problem you are addressing. | **-** |
| 24 | Please describe the **complex community problem** this initiative aims to change, including:   * What is the current status of the problem - who or what ***experiences*** the problem, and to what extent? Who or what else is ***affected*** by the problem? * Has the status changed over the last 5-10 years? * Systems naturally uphold the status quo. Oftentimes they won’t change unless they “have to.” Why is this a good time to intervene?   *Has the context changed around your problem providing a window of opportunity? For example, a change in the political climate, a high profile case that has captured public attention and increased public will, a new policy that is about to be enacted that will begin to disrupt the system, a gap or opportunity has become more clear or urgent because of COVID-19, etc.*  Suggested 400 words | **System Awareness** |
| 25 | Systems change is different from other types of interventions because it aims to change the **context** that is creating or contributing to a problem.  Please describe how this initiative is based on your **awareness of the system**, or context, around the complex problem you aim to change, including:   * How have you and your partners explored the system, or context, around your complex problem?   *What have you and partners done together to consider the factors that may be contributing most to the problem you are addressing? System factors and patterns include things like mindsets, policies, relationships, power, practices, resources and the interactions between them.*  *Exploring systems factors together may include things like participating in a systems change course together, working through a facilitated systems exploration process, interviewing people across your system, and/or creating visual diagrams or maps that illustrate your understanding of the systemic factors you aim to change.*   * Through your exploration, what factors or patterns did you find are contributing most to the current level of the problem?   *Include at least those factors that you are aiming to change with this initiative. (Please attach a system map or visualization, if available.) Have you considered how you and your partners might be unintentionally contributing to conditions that create the need for your proposed initiative? What have you found?*  Suggested 400 words | **System – Awareness** |
|  | **INITIATIVE DETAIL** |  |
| 26 | Please describe how your initiative is **inclusive of those experiencing, or most affected by, the problem**, including:   * To what extent have those experiencing, or most affected by, the problem been included in the exploration of the problem and/or planning and design of the work proposed? What has been the result? * How do you plan to include those experiencing, or most affected by, the problem in the initiative implementation? * If you have not been able to include an important group yet, are there plans to include them in the future?   Suggested 300 words | **Inclusive** |
| 27 | Please describe how your initiative will be **collaborative**, including:   * How will the initiative partners and others work collaboratively throughout the grant period? * How will key decisions be made? * If partners are receiving grant funds, how does your initiative describe the role of the fiduciary for this project (the partner receiving and distributing the grant funds)? How will funds be distributed to other project partners? * Please attach an MOU or partnership agreement(s) describing partner roles and commitments.   Suggested 300 words | **Collaborative** |
| 28 | Please describe how this project will be **resourceful**, including:   * What funds, expertise and other resources will be leveraged for the project? How will the initiative make the most out of what the community already has? * What resources will likely be needed to continue the initiative after Rotary Charities funding ends, and how they might be acquired?   Suggested 200 words | **Resourceful** |
| 29 | Please describe how this initiative will be **reflective**, including:   * What will be different if this initiative is successful?   *Please address at least two levels of impact:*   1. *How will the factors or patterns in the system improve: mindsets, policies, relationships, power, practices, resources and how they are connected?* 2. *How might the changes impact the complex problem in the long-term?*  * What will your initiative’s approach be to learning if the outcomes above are being achieved?   *Who is your team’s designated Learning Steward and why were they selected? Will partners be involved in learning and making use of what you find?*  Suggested 300 words | **Reflective** |
| 30 | Please describe how your initiative will be **adaptive**, including:   * What is an example of how you have adapted your work to new information or needs? * What processes, mechanisms and/or culture will help your initiative adapt to changing conditions?   *Open and accessible communication platforms have helped many systems adapt quickly to new information and needs. The Community Health Innovation Region (CHIR) uses an open virtual platform called Basecamp to share information, questions, challenges and ideas among diverse organizations across 21 counties. This has helped them adapt quickly and efficiently during COVID-19*.  Suggested 200 words | **Adaptive** |
| 31 | Please list three references who can speak to the need for this initiative and how the proposed work is well-aligned with other work in the larger system.  *References should not be initiative partners (those receiving grant funds).*  *If partners are from a larger network or coalition, at least one reference should be from network leadership.* | **Alignment** |

**REQUIRED ATTACHMENTS FOR ALL GRANT APPLICATIONS**

**Nonprofit Organizations**

1. List of Board of Directors with affiliations
2. Applicant organization’s current and annual operating budget, including expenses and revenue
3. Applicant organization’s balance sheets (current Fiscal Year to date and previous Fiscal Year)
4. Initiative budget (if budget template in application is not used)
5. Budget narrative describing initiative expenses
6. Most recent independent audited statement or review.

**Organizations with operating budgets $750,000 and over**: must submit as Audited Statement.

**Organizations with budgets under $750,000**: may submit an Independent Review.

1. Copy of the minutes of the meeting or board resolution authorizing the grant application
2. If Applicable: Memorandums of Understanding, Letters of Intent and other indications of collaboration from all participating entities, Statements of Work from consultants or coaches. (General Letters of Support are not accepted)

**Governmental Agencies or School Districts**

1. List of elected officials.
2. Summary of the current operating budget, including expenses and revenue for the appropriate department budget
3. Initiative budget (if budget template in application is not used)
4. Budget narrative describing initiative expenses
5. Most recent independent audit
6. If applicable: Memorandums of Understanding, Letters of Intent and other indications of collaboration from all participating entities. (General Letters of Support are not accepted).
7. Copy of the minutes of the meeting or board resolution from the body that has the ultimate authority to implement the grant. (Usually this is the board of elected officials versus the appointed board.)