



2017 ANCHOR INSTITUTION PHASE TWO APPLICATION

APPLICATION FORMAT AND REQUIREMENTS

Please Note: This grant application requests an application narrative and supporting documents. Please contact Vice President of Programs, Tamitha Walker McKinnis with any questions at 314.436.8001 or tamitham@deaconess.org.

Instructions

- ✓ Please review the resource materials found on the Deaconess Foundation website prior to completing the application. Visit [our website](#) to review the [funding guidelines, resources](#) that informed development of our Theory of Change and [Frequently Asked Questions](#).
- ✓ Please answer all questions.
- ✓ When submitting application, please include the name of the grant opportunity and your organization's name in the subject line of your email message. *For example: SUBJECT: "Anchor Phase Two – Coalition for Educational Justice"*

Please submit application materials in a single PDF file electronically to apply@deaconess.org by **11:59pm CT on August 28, 2017**.

I. APPLICATION NARRATIVE: (To be completed by the Executive Director/Chief Executive in four pages or less.)

- Please describe two great challenges to your organization's effectiveness. If properly supported and resourced, how would you address these challenges at governance, leadership and management levels?
- Please describe your organization's culture and activities which help to sustain this culture.
- Please describe your most valuable organizational partnerships. Include how long you've worked with these allies or within these partnerships and coalitions.
- Describe your organization's commitment to child advocacy and to racial equity.
 - Please include the specific geographic areas and populations (e.g. race/ethnicity, gender, income level, population size, ages, etc.) impacted by and represented in your work.
 - How do the outcomes of your work affect children and different racial/ethnic groups?

II. FINANCIAL AND SUPPORTING DOCUMENTS

Please include the following supporting documents with your application as outlined below:

- ✓ Articles of Incorporation and Bylaws
- ✓ Organizational Chart and description of management structure and reporting relationships
- ✓ Board meeting minutes from previous 12 months
- ✓ Key Board documents (expectations, orientation materials, conflict of interest statements, self-evaluations)
- ✓ Most recent audited financial statements and management letter
- ✓ Most recent Form 990
- ✓ Most recent strategic, operating or program plan
- ✓ Recent, available evaluations or organizational assessments (only if easily accessible)
- ✓ Itemized Operating Budget (with actuals) from most recently completed Fiscal Year
- ✓ List of tentative site visit dates including descriptions for second site visit



2017 ANCHOR INSTITUTION PHASE TWO APPLICATION

III. CORE CAPACITY ASSESSMENT AND SUPPLEMENTAL ADVOCACY ASSESSMENT TOOLS

Deaconess Foundation has partnered with TCC Group, Inc. to administer the Core Capacity Assessment Tool (CCAT), an online organizational assessment and survey. The CCAT is an anonymous self-assessment of an organization's strengths as well as challenges in relation to four core capacities — leadership, adaptability, management, and technical capacities — as well as organizational culture. Additionally, the tool provides recommendations for future growth and change. The CCAT will provide both Deaconess Foundation and your organization with an overview of long-term capacity building strengths and opportunities. For more information about the CCAT, visit www.tcccat.com.

You will receive an invitation to a webinar to be held on **Monday, August 14th at 12 noon CT** which will provide an overview of the assessment process, highlight specific instructions and offer an opportunity to get answers to any questions you might have. After your organization has completed the survey, you will also have the opportunity to participate in a targeted capacity building webinar session with TCC Group on **Wednesday, September 6th at 9 am** to help interpret and contextualize your organization's results and identify your capacity building priorities.

For consideration, Phase Two Finalists must participate in the CCAT and advocacy assessments. To do so, applicants will:

1. By August 3, identify one person (in this instance, it should be either the Executive Director or a senior staff member) to be the assessment contact person. Submit that name, phone number, and e-mail address to Tamitha Walker McKinnis at tamitham@deaconess.org. TCC Group will then directly contact your organization's contact person who will be responsible to do the following:
 - a. Provide TCC with names, titles, and e-mails of those that will complete the assessments;
 - b. Distribute the on-line assessment instructions to those individuals;
 - c. Serve as the contact person with Deaconess Foundation and TCC Group should questions arise regarding the completion of the assessments;
 - d. Track who has completed the assessments and remind those who have not to complete them before the due date; and
 - e. Download the results report and distribute accordingly.
2. Identify those within your organization who will complete the assessments. A minimum of **two senior management staff**, as well as **one board member** must complete the assessments and at least one of them must attend the orientation webinar on August 14th. Participants may include:
 - a. Executive Director/Chief Executive Officer
 - b. Board members, typically from the Executive Committee
 - c. Senior Staff
 - d. Senior Administrative Staff
 - e. Development Director
 - f. Other key staff who have a global understanding of the organization, and make key decisions about resource distribution within the organization.
3. Complete and submit responses to the assessments by Friday, August 25th.



2017 ANCHOR INSTITUTION PHASE TWO APPLICATION

IV. SITE VISIT PREPARATION

1. Deaconess Staff & Consultant Site Visit – September 2017

The first site visit will be conducted by Deaconess' Vice President of Programs and an organizational development consultant. This visit will take place during the month of September 2017, likely at your offices. During these visits, we will want to meet with:

- ED/CEO and Senior Staff Members
- Board Members (at least two, others as available)
- Administrative/Finance Director, as applicable
- Development Director, as applicable

We recognize that not every agency has each of these positions. In the scheduling process, we will work with each applicant to concretize the scope of the visit and set its agenda. These site visits are expected to take between three to five hours. A list of key questions and/or areas of interest for the site visit will be shared at least one week prior.

2. Deaconess CEO & Board Site Visit – October 2017

During late September through mid-October 2017, the President and CEO of Deaconess Foundation and two Deaconess Foundation board members will conduct a second site visit. This visit will offer an opportunity for our President and Board members to witness your organization's advocacy, policy or organizing efforts "in action." This visit could involve attendance at or participation in all or a portion of a substantive event such as an organizing or coalition planning meeting, rally, policymaker engagement or public/community engagement or education session, convening or the like. This visit will begin with an opportunity for the Executive Director/CEO and Board Chair to provide the Foundation with any context or framing for the event and conclude with an opportunity to share any last thoughts about the organization and its application that you would like communicated to inform our funding decision. This visit is anticipated to last approximately two to four hours.

Please be sure to consider and include available and appropriate, tentative dates for both visits and descriptions of opportunities for the second site visit with your supporting documents.