

City of Muncie

American Rescue Plan: Nonprofit Fund Grant Process & Committee



Grant Process & Procedures

1. To be eligible for funding, nonprofits must be located within the City of Muncie, be a 501(C)3 in good standing, and must not discriminate based on age, race, sex, religion, national origin, disability, economic status, or sexual orientation. Those agencies with religious affiliation must not refuse services to a client based on religion or require attendance at religious services as a condition of assistance nor will such groups engage in any religious proselytizing in any program receiving ARP funds.
2. Before applying, interested applicants are strongly encouraged to attend an informational session about the grant. These forums will be open to the public and free of charge. Before they apply, those who are unable to attend the informational sessions are strongly encouraged to speak with Director of Community Investments Jim Flatford (email: jflatford@heartofindiana.org phone: 765-288-5586 ext. 303).
3. Applications will be submitted through an online form on the City of Muncie's website. All applications are due by 5 p.m. on September 30, 2021.
4. A member of the United Way team will review applications for any initial questions and follow up with the applicant if needed.
5. United Way's ARP Nonprofit Grants Committee will review applications and score each using a rubric.
6. Scoring will be based on:
 - a. Whether the organization, or its project/program, addresses disparities in public health outcomes, negative impacts on households and individuals disproportionately impacted by the pandemic, and educational disparities
 - b. Whether funding is fulfilling a gap or need other programs/services are not already fully addressing
 - c. Whether funding mitigates some of the impact COVID-19 had on the organization's budget
 - d. And the overall stability of the organization and strength of the proposed project/program including, whether the organization will be able to fulfill the grant proposal, and whether people will be better off for it
7. The Committee will meet, discuss scores, and make funding recommendations. As United Way is the fiscal agent, recommended awards will be submitted to United Way's Board of Directors for final approval.
8. On behalf of the City of Muncie, United Way staff will notify the applicants of funding decisions.
9. Grant recipients will be sent a funding agreement and report form.
10. Upon receipt of signed funding agreement, grant funds will be transferred electronically to the applicant's account.
11. All decisions of the grants committee are final, and no appeals will be accepted.
12. Grant recipients will report on grant results as soon as all funds are fully expensed and no later than December 31, 2024.

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The ARP Nonprofit Grants Committee

Committee members will be tasked with reviewing and scoring applications, then making funding recommendations to Heart of Indiana United Way board members for final approval. As a foundation for the ARP Nonprofit Grants Committee, Muncie's professional grant-makers will be invited to serve. The leaders of these organizations may include their program officers/staff in reviewing materials and attending meetings. Each organization represents one vote, regardless of the number of staff in attendance:

- Jud Fisher, Ball Brothers Foundation
- Tom Kinghorn, George & Frances Ball Foundation
- Kelly Shrock, Community Foundation of Muncie & Delaware County
- Jenni Marsh, Heart of Indiana United Way

To ensure the committee is diverse and representational of the community, two to five additional committee members will be invited to join the committee as well. For recruitment, the ARP Nonprofit Committee considered BIPOC and LGBTQ+ people. They also considered those who represent and/or are trusted by BIPOC and LGBTQ+.

To help avoid any potential conflict of interest, potential committee members will be screened to ensure they are not currently serving on boards, are not staff, and/or closely related to staff of applying nonprofit organizations.

REVISIONS