

## Program Guidelines

KIP:D+ • Updated February 2024

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## KIP:D+ Grants

## About KIP:D+ Grants

KIP:D+ Grants

TIP: Learn more about KIP:D+ and past projects here.

#### KIP:D+ seeks:

- Organizations based in Detroit, Hamtramck or Highland Park serving residents and neighborhoods of those cities,
- Organizations that are reflective of the community served in leadership and organizational demographics,
- Projects that support the vision and creativity of residents in Detroit, Hamtramck and Highland Park to improve the quality of life in their neighborhoods or activate something new,

## About KIP:D+ Grants

KIP:D+ Grants

TIP: Learn more about KIP:D+ and past projects here.

#### KIP:D+ seeks:

- Projects that advance neighborhood priorities and reflect the culture, history and demographics of residents served, and
- Projects that use inclusive, collaborative processes to authentically engage community members in planning, design, and implementation as defined by the residents.
  - o inclusivity is defined as providing equal access to opportunities for those who might be otherwise excluded, like:
    - people who belong to minority racial or ethnic groups
    - the elderly
    - people with disabilities
    - LGBTQ+ individuals
    - people of a lower socioeconomic status
    - those impacted by incarceration

## This year, KIP:D+ will fund two project stages

KIP:D+ Grants

Planning + Implementation and Implementation grantees are awarded up to \$150,000 for 24 months

#### Planning + Implementation

"We are almost ready to act, but need some help finishing our plan."

#### Implementation

"We are ready to turn our plan into action."

KIP:D+ funds projects based in one place and projects that serve more than one community. What matters most is that the project you propose benefits a community in Detroit, Hamtramck, or Highland Park.

## Types of Implementation projects

KIP:D+ Grants

Planning + Implementation and Implementation grantees are awarded up to \$150,000 for 24 months. Grantees can use these funds to complete a full project, or a part of a larger project. For example:

Bailey Park Neighborhood Development Corporation	The Konnection
2023 grantee Project budget: \$150,000 KIP:D+ grant: \$150,000	2023 grantee Project budget: \$55,000 KIP:D+ grant: \$35,000
BPNDC aims to complete Phase 3 of the Bailey Park renovations, which includes grading and leveling the remaining 15 lots, improving the surrounding sidewalks, and installing a community amphitheater.	The funds will be used to transform an underutilized space within Durfee Elementary into a Konnection Kloset (resource room) for students and families. The Konnection Kloset will provide hygiene items, school supplies, food, clothes and other necessities.

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Women of Banglatown	City of Asylum
2023 grantee Project budget: \$350,000 KIP:D+ grant: \$150,000	2023 grantee Project budget: \$443,000 KIP:D+ grant: \$35,000
Develop, design and build Women of Banglatown's Home Base: a space by and for first generation and immigrant girls and young women to be unapologetically who they are and explore themselves through nature, art, entrepreneurship, and community.	Support the renovation of a six-unit vacant apartment complex that will become permanent housing for our fellows and is critical to our organization's long-term sustainability.

KIP:D+ funds projects based in one place and projects that serve more than one community. What matters most is that the project you propose benefits a community in Detroit, Hamtramck, or Highland Park.

## Our communities choose KIP:D+ projects

KIP:D+ Grants

KIP:D+ honors and uplifts resident priorities. In December 2023, Co.act Detroit opened a public call for resident nominations for the selection committee. Committee members are residents of Detroit, Hamtramck or Highland Park.

**KIP:D+ Selection Committee** 

75%

Detroit, Hamtramck, Highland
Park Residents

25%

Co.act and Kresge Staff

Through a competitive process, our selection committee chooses which projects are awarded. Here's what we anticipate for this year:



## Our communities choose KIP:D+ projects

KIP:D+ Grants

- Every application will receive at least two scores from the selection committee and scores will be averaged automatically.
- The committee will then discuss applications and review average scores to recommend grantees to Co.act.
- In addition to demographic data and application questions, the committee will review the applicant's history of interaction with KIP:D+, including the number of funded and unfunded applications the organization has submitted. Our intention is to promote equitable funding by encouraging the selection committee to consider how an organization's history of KIP:D+ applications affect their current position and implementation readiness.
- A history of funded or unfunded applications does not guarantee advancement to receiving a grant award
- To ensure that we are advancing principles of diversity, equity and inclusion, Co.act retains final
  decision-making authority but is committed to honoring the selection committee's recommendations.
  Co.act will discuss any decisions other than what was recommended by the committee with that group
  before notifying finalists or grantees.

## Planning + Implementation Grants

KIP:D+ Grants

#### To apply, you will need: A vision supported by the community served Scope, including: Timeline for planning phase Timeline for implementation phase Budget Plans and Permits\* Site control, or actively working to secure it Architect, consultant(s), suppliers or contractor(s) identified Memorandum of Understanding (MOU) for collaborative projects When you finish, you will have: A completed project!

Past projects received up to \$150,000 for 24 months

2023 Planning + Implementation Grantee Example:

Women of Banglatown is using their Planning + Implementation grant to design and build a space by and for first generation and immigrant girls and young women to explore themselves through nature, art, entrepreneurship, and community.



2023 Planning + Implementation grantee, Women of Banglatown youth advisory council members pose with the art work they made on their "Art Night" in the park on the corner of Lawley and Mitchell Streets in Detroit

<sup>\*</sup>Required for projects based in one location

## Implementation Grants

KIP:D+ Grants

## Implementation To apply, you will need: Scope/Timeline and budget Architect, consultant(s), suppliers or contractor(s) identified Memorandum of Understanding (MOU) for collaborative projects Site control\* Plans and permits\* When you finish, you will have A completed project!

Past projects received up to \$150,000 for 24 months

2022 Implementation Grantee Example:

Building on their asset-based approach to community development, Brilliant Detroit is using their Implementation grant to create a Talent Bank and Kid Success Park in the Morningside neighborhood.



2022 KIP:D+ Implementation grantee Brilliant Detroit poses as a team. Photo courtesy of Brilliant Detroit.

<sup>\*</sup>Required for projects based in one location

## KIP:D+ provides more than just funding

KIP:D+ Grants



Michigan Community Resources Director of Resource Navigation Matthew Schmitt addresses the 2023 grantee cohort at the kick off celebration in July 2023. Photo courtesy Kresge Communications

In addition to funding for Planning + Implementation and Implementation projects, KIP:D+ grantees also get:

- 1-on-1 technical assistance and support from Michigan Community Resources.
- The opportunity to be a part of a unique group of KIP:D+ grantees who learn from and share with one another.

Sign up for MCR Office Hours here

## Program Timeline

**Applying** 

Phase I applications open

Finalists invited to submit Phase II applications; Optional site visits

Grantees notified of awards; grants disbursed

March 2024

May 2024

Q3 2024













March 2024

Phase I applications close

June 2024

Phase II applications close

Q3 2024

Grantee kick off

Q3 2024 - Q3 2026

Full grant period and cohort convenings

## Applying – Phase I

## Application Support from Michigan Community Resources Applying

Michigan Community Resources (MCR) will host virtual and in-person office hours until applications close. Office hours are by appointment, optional, and designed to help you prepare the strongest application you can!

MCR can help answer any questions you may have while preparing your application. By request, translators are available to help speakers of Arabic, Bengali/Bangla and Spanish.

MCR staff will also be available by email to assist throughout the application process. You can reach them at <a href="mailto:askKIPD@mi-community.org">askKIPD@mi-community.org</a>, and let them know if you'd prefer a phone or email response in reply.

#### Office Hours with MCR

- Friday, March 15: 11AM 3PM (in-person, drop-in)
- Wednesday, March 20: 3PM 7PM (in-person, drop-in)
- Thursday, March 21: 10AM 7PM (online, by appointment)
- Tuesday, March 26: 10AM 7PM (online, by appointment)

Sign up for MCR office hours here!

TIP: awardees have attended 2 or more Phase I office hours three times as often as never-funded applicants.

## Application Support from Michigan Community Resources Applying

Friday, March 15th, 11AM - 3PM
Oloman Cafe + Gallery
10215 Joseph Campau Avenue, Hamtramck, MI 48212
In-person drop-ins, no appointment needed

Thursday, March 21st, 10AM - 7PM - Online Virtual appointments; advance registration required.

Register for a virtual session here

Wednesday, March 20th, 3PM - 7PM Detroit Public Library Edison Branch 18400 Joy Rd, Detroit, MI 48228 In-person drop-ins, no appointment needed

Tuesday, March 26th, 10AM - 7PM - Online Virtual appointments; advance registration required. Register for a virtual session here

Please note: Registration is not required for any in-person drop-in sessions. Attendees at in-person sessions will be supported on a first come, first served basis.

## Who can apply?

## **Applying**

- Nonprofit organizations or community groups located in Detroit, Hamtramck or Highland Park that serve communities of those cities
- Nonprofit organizations or community groups that align with KIP:D+ <u>principles</u>.



2023 Planning grantees, Detroit Achievement Academy. Brigette Wright, left, Director of Development and Kyle Smitley, Executive Director, pose on pile of wood chips in an adjacent lot to the school that they soon will be converting into a community garden.

## Who can <u>not</u> apply?

#### Applying

- Individuals
- Funders (foundations, CDFIs, etc.)
- For-profit organizations (corporations, small businesses, LLCs, etc.)
- Public entities including city departments and quasi-governmental organizations (businesses within or under government entities)
- Academic Institutions Community college, college and university programs that concentrate primarily on degree-granting activities
- Places of Worship if project doesn't serve the community at large
- Schools Detroit Public Schools Community District (DPSCD) schools, charter schools, etc.

 Organizations that have fewer than two years experience working with and serving residents in Detroit, Hamtramck or Highland Park can not apply

All 501(c)(3) nonprofits who are not eligible to apply may be fiduciaries for eligible organizations or apply as part of a collaborative application if they are not the applicant of record.

## Additional eligibility Applying

- Organizations may be the lead applicant for only one application per round. Organizations may:
  - Be a lead applicant and apply as part of a collaborative application as long as they are not the lead applicant. Organizations should be prepared to execute on both projects.
  - Be a lead applicant for one application and be the fiduciary of one or more grantee organizations.
- If your organization is not currently in good standing with LARA (Licensing and Regulatory Affairs) and/or the IRS, you are still be eligible to submit Phase I and Phase II applications (if invited). However, your organization must be in compliance and provide verification in order to receive a grant award if selected. If you need help meeting compliance requirements, Michigan Community Resources is available to assist! You can contact them at:

  askKIPD@mi-community.org
- Applicants that do not meet all eligibility requirements at any point will not be considered and will be notified they are ineligible for the program.

## Application process

## Applying

There are five steps to the KIP:D+ application process:

STEP 1: Phase I applications due (video or written) by 5PM on March 27, 2024

STEP 2: The selection committee will review and score applications using the scoring rubric and Co.act Detroit will invite finalists to submit Phase II applications – May 2024

STEP 3: Finalists schedule optional site visits with Co.act program staff – May - June 2024

STEP 4: Finalists submit written Phase II applications – June 2024

STEP 5: Selection committee reviews Phase II applications and chooses grantee projects - Q3 2024

## Step 1: Submit your application Applying

- Applications open Monday, March 4, 2024.
- The application will start with a few short questions to make sure your organization is eligible to apply.
- If your nonprofit is eligible to apply, you will be directed to the full Phase I application, where you can submit your application (video or written) by 5:00 PM on Wednesday, March 27, 2024.
- Applications must be submitted online via Submittable
- Please note: An email address is needed to apply and receive confirmation that an application has been received.
  - If you would prefer to drop off a paper application, you can contact Michigan Community Resources for options at <u>askKIPD@mi-community.orq</u>

## Step 1: Phase 1 Application Checklist Applying

- ☐ Submit a fully completed application
- Attach a project budget
  - budget template for <u>physical projects</u>
  - budget template for <u>non-physical projects</u>
- Confirm your organization's leadership knows your organization is applying
  - It is expected all applicant organization executive directors or CEOs are aware their organization is applying.
- □ If your organization is not a registered 501(c)(3) in good standing, you can still apply with a fiduciary. If you'd like support finding a fiduciary, contact Michigan Community

Resources: <u>askKIPD@mi-community.org</u>

TIP: If you would like some help filling out your application, <u>schedule an Office Hours</u> <u>appointment with Michigan Community Resources</u>



2023 KIP:D+ grantee Eleven24. Left to right: Executive Director Tonjie Reese and Program Coordinator Erica Mickens. (Photo by Lon Horwedel)

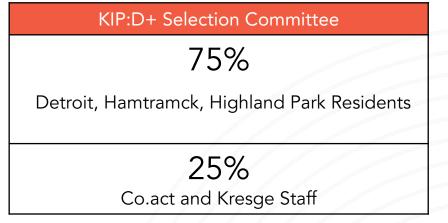
## Step 2: Selection Committee Review Applying

KIP:D+ program partners are committed to honoring and uplifting resident and community decision-making.

Selection committee members will include Kresge staff,

Co.act staff, and residents of Detroit, Hamtramck or

Highland Park chosen through a public nomination process. It will also include other resident community partners representing diverse, cross-sector perspectives, including arts and culture, city government, architecture and design, past nonprofit grantees and nonprofits doing similar work.



The selection committee will choose finalists based on:

- Community engagement and organizational history of serving community
- Organizational values with an emphasis on equity
- Project goals and impact
- Project readiness and sustainability
- Organizational capacity and expertise
- Collaboration

## Step 2: Selection Committee Review Applying

The Selection Committee will also consider the following characteristics to make sure a diverse and representative group of grantees is selected:

- Organization budget size
- Organization sector/primary area of service
- Organization staff size
- Organization staff and leadership demographics
- Geography served
- Project location
- Project stage (Planning + Implementation and Implementation)

The Selection Committee will score all eligible applications. Every application will receive at least two scores from the Selection Committee and scores will be averaged automatically. The committee will then discuss each application and review average scores to recommend a slate of finalists to Co.act Detroit for invitation to the Phase II application. To ensure that we are advancing principles of diversity, equity and inclusion, Co.act retains final decision-making authority but is committed to honoring the selection committee's recommendations. Co.act will discuss any decisions other than what was recommended by the committee with that group before notifying finalists or grantees.

The Selection Committee may request additional information and/or ask clarifying questions prior to reaching a decision.

## Step 2: Selection Committee Review Applying

KIP:D+ is a highly competitive program. We are able to fund 10-20 grants from about 200 expected applications this year. Because of this, some applications that score well may not advance to Phase II or receive grant awards.

Advancement and grant awards depend on scoring and Selection Committee voting, with the goal of awarding grants to a diverse and representative set of organizations. While some applications will score well with their reviewers, they may not advance to the next phase based on committee discussion and voting.

#### Planning + Implementation, and Implementation Scoring Rubric Question Scoring criteria 1. Does the applicant have a history of Little to no, unclear Demonstrates some history but leading work that serves a Detroit, Details clear history (3) no examples provided (2) or vague history (1) Hamtramck or Highland Park community? General goals and a reasonably 2. Does the applicant provide clear and Unclear scope and Specific goals and a clear and clear and discrete scope discrete scope and goals for the proposed no or unclear goals discrete scope provided (3) project? provided (2) provided (1)

Planning + Implementation, and Implementation Scoring Rubric (cont.)			
Question	Scoring criteria		
3. Does the applicant share how the project was identified and defined by community members through authentic and inclusive community engagement? Inclusivity is defined as providing equal access to opportunities for those who might be otherwise excluded.	Explicit detail on how the project advances community priorities and how the community has shaped the project through engagement (3)	General detail on how the project advances community priorities and some meaningful engagement (2)	No detail on how the project advances community priorities and engagement was superficial or nonexistent (1)
4. To what extent does the applicant communicate a vision of how the project will improve quality of life in the community in the long-term?		Reasonably clear vision of long-term impact on quality of life that project could make meaningful progress towards the vision (2)	Unclear vision for long-term impact towards quality of life or seems unlikely the project could achieve meaningful progress towards the vision (1)

## Step 2: Notification

## Applying

- All applicants will be notified by late May 2024 whether they are invited to submit a Phase II
  application.
- When possible, applicants will also be connected to additional resources at Co.act or through Co.act's network of capacity building partners.
- Applicants not selected to submit a Phase II application will have the opportunity to meet 1-on-1 with Michigan Community Resources for application feedback and support, identifying alternative options to support moving their project forward.

# Definitions, Principles + Values

## Community

Definitions, Principles + Values

## Community

A group of people that share geography (like a neighborhood) and/or identity (like Black, Indigenous, LGBTQIA, artists and many more).

## Community

Definitions, Principles + Values

## Authentic

Being truthful, genuine, approachable, or trustworthy by acting in alignment with one's values. A sincere effort to connect with a group.

## Community Engagement

Definitions, Principles + Values

## Community Engagement

- 1. A series of intentional connections that build trust across a broad set of community members (e.g., residents, stakeholders);
- Purposefully and regularly include stakeholder perspectives of your defined community to shape a project's activities, goals and implementation;
- 3. A process that runs through each step and phase of the KIP:D+ program

## Co.act Detroit's Commitment to Racial Equity

Definitions, Principles + Values

Co.act Detroit values diversity, equity and inclusion in our workplace and program offerings. We support meeting people where they are, collaborative problem solving, removing barriers to resources, narrowing gaps in racial equity and challenging inequitable systems and the status quo.

## Principles of KIP:D+ Partners

Definitions, Principles + Values

- 1. We have a commitment to advancing principles of diversity, equity, and inclusion not just in outcomes, but in how we do our work.
- 2. We value responsiveness to community priorities by providing resources for projects that support the vision and creativity of residents in Detroit, Hamtramck and Highland Park to improve the quality of life in their neighborhoods or activate something new.
- 3. We believe in supporting 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, Hamtramck and Highland Park neighborhoods.
- 4. We fund projects in neighborhoods of Detroit, Hamtramck and Highland Park that support the vision and creativity of residents, using inclusive, collaborative processes that authentically engage community members in planning, design, and implementation as defined by the residents.

## KIP:D+ Accountability

KIP:D+ Principles + Values

KIP:D+ Principles + Value	We do this by
Meet applicants where they are throughout the entire process	<ul> <li>tailored outreach and project development</li> <li>MCR application support</li> <li>application accessibility options</li> </ul>
Advance principles of DEI in program outcomes and how we do our work	<ul> <li>supporting leaders of color representative of the communities they serve</li> <li>application process transparency</li> <li>attempts to understand and to remove application process barriers</li> <li>connects applicants/grantees to opportunities that lead to more resources, funding, etc. (capacity building)</li> </ul>

## KIP:D+ Accountability

KIP:D+ Principles + Values

KIP:D+ Principles + Value	We do this by
Support the growth of Detroit, Hamtramck, and Highland Park communities	<ul> <li>continuing to reflect, assess, and evaluate the program to meet nonprofit needs in these communities</li> <li>support projects that advance the vision of residents for their neighborhood and prioritize authentic community engagement</li> <li>Supporting projects that benefit and improve the quality of life for community residents</li> </ul>
Create a cohort of peer learning opportunities for KIP:D+ grantees to learn and strengthen their communities together	

## Additional Information

## About KIP:D+

#### Additional Information

For years, KIP:D+ has been a grant program that supports nonprofits in their work to improve the quality of life and strengthen the fabric of community in Detroit. View KIP:D+ principles here.

In 2021, KIP:D+ expanded its geographic reach to Highland Park and Hamtramck, and added Co.act Detroit to the grant administration team with continued co-leadership by Michigan Community Resources.

KIP:D+ seeks to reflect the priorities and meet the needs of residents by supporting community-driven projects. At every point of the KIP:D+ grantmaking process, the program has been streamlined for simplicity and to better attract smaller and newer community groups, including block clubs that may operate in the area bounded by a few close streets.



Garage Cultural's Amelia Duran in the upstairs of their newly renovated space in Southwest Detroit. A KIP:D+ Implementation grant funded the creation of an outdoor stage, learning spaces, and green space to accommodate community gatherings and artistic expression.

## About the Selection Committee

#### Additional Information

KIP:D+ honors and uplifts resident priorities. In December 2023, Co.act Detroit opened a public call for resident nominations for the selection committee. Committee members must be residents of Detroit, Hamtramck or Highland Park.

We are committed to choosing a diverse selection committee that is reflective of our communities, including equitable representation of:

- 1. lived experience
- 2. gender
- 3. race and ethnicity
- 4. age
- 5. each <u>Detroit city council district</u> and the cities of Hamtramck and Highland Park

We will calculate the number of final selection committee members based on the number of applications we receive for the KIP:D+ grant program. Committee members will receive a stipend for their time, expertise and participation.

#### Selection committee members <u>may not</u> be:

- Connected to any organization applying for KIP:D+ funding. This includes direct family members, paid staff, volunteers, consultants/contractors and board members
- Elected officials
- A consultant or contractor for an applicant project
- Fiduciary/fiscal sponsors for any KIP:D+ applicant

Residents and additional community partners will be invited to participate in the selection committee representing diverse, cross-sector perspectives, including: arts and culture, city government, architecture and design, past nonprofit grantees and nonprofits doing similar work.

All selection committee members will have an equal vote, with 75% resident review and 25% program staff per application.

Committee members will be listed on the KIP:D+ public website to increase transparency around grant selection. If you have any questions about the selection committee, reach out to the Co.act team at <a href="mailto:grants@coactdetroit.org">grants@coactdetroit.org</a>.

## Confidentiality

Additional Information

Applicant proprietary and confidential data will not be shared beyond the purposes of review during the selection process and providing capacity building support. Applicant data will not be sold.

## Disclaimer

Additional Information

The information provided is in alignment with the written terms and conditions of the KIP:D + program, and is subject to change from time to time. Co.act Detroit reserves the right to make the final determination of any person's or organization's eligibility and/or qualifications for program benefits, and to make allocation of the program benefits.

