Program Guidelines

KIP:D+ ● Updated May 2024

Contents

KIP:D+ Grants

About KIP:D+ Grants

KIP:D+ Grants

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

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

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:

~200 Phase I applications

Selection Committee Scoring

20 - 40 Phase II finalists

Selection Committee Scoring

10 - 20 grantees

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

Planning + Implementation
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

*Required for projects based in one location

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

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

*Required for projects based in one location

2022 Implementation Grantee Example:

Detroit Sound Conservancy will use funds to reopen the historic Blue Bird Inn as a music venue, gathering space and cultural education center.

2022 KIP:D+ Implementation grant recipients Brilliant Detroit featuring their Talent Bank project, where Morningside residents can share their time and talents together. Photo courtesy of Brilliant Detroit.

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:
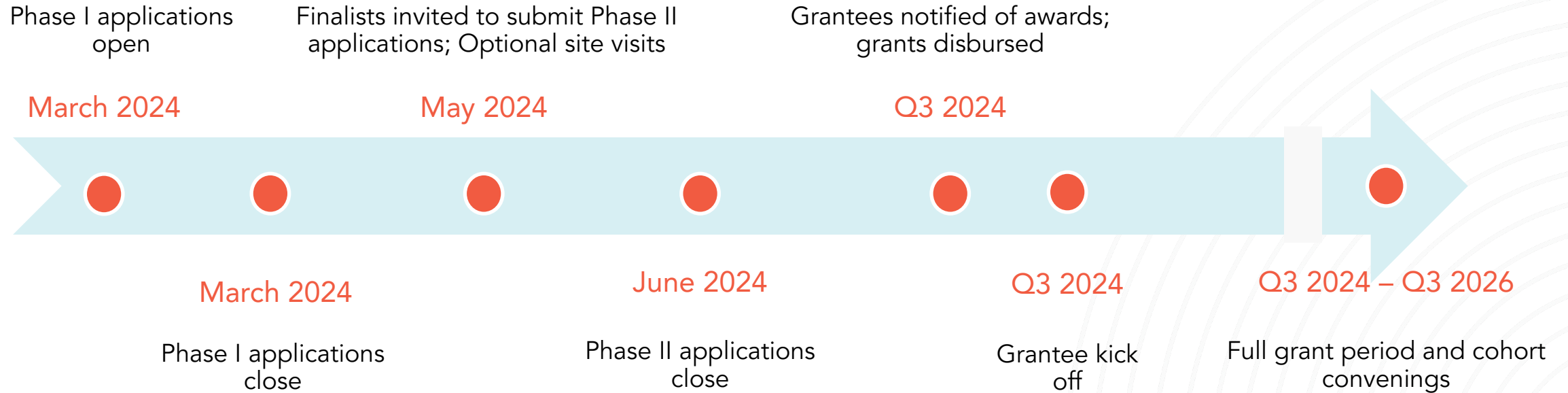
- 1-on-1 technical assistance and support from Michigan Community Resources.

- 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 virtual MCR Office Hours on 6/10 from 10-3pm here (registration required)

In-person, drop in Office Hours on 5/31 at The Roost Coffee Shop - 1541 W Canfield St, Detroit, MI 48208 from 10-3pm (no appointment needed)

Program Timeline
Applying

Phase I applications open

March 2024

Finalists invited to submit Phase II applications; Optional site visits

May 2024

Grantees notified of awards; grants disbursed

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 II

Step 1: Finalists submit Phase II applications

Applying

- Phase II applications will open in late May 2024

- Applications must be filled out and submitted online by late June 2024
  - Phase II applicants will have an estimated one-month application period

- Only written submissions will be accepted in Phase II (no video)

Phase II Eligibility

- By this time, applicants must be in compliance with LARA and the IRS in order to receive a grant award.

- If a fiduciary is needed, applicants must have one identified to be eligible to submit a Phase II application.

Required attachments for Phase II include:
- Tax return (990/990EZ or equivalent)
- IRS federal tax-exempt letter
- List of board of directors or trustees
- Annual organizational operating budget for the most recent fiscal year

Step 1: Application Questions (Planning + Implementation, and Implementation)
Applying

- We will ask for demographic information about your organization and the population(s) you serve in order to get a full picture of the grant's impact and how it relates to the KIP:D+ value of equity
- We ask that you do the best job possible in answering these questions. If you do not have exact data numbers, we ask that you take your best guess
- Data Driven Detroit (D3) is available for free to support you with your data needs:
    - *Visit https://datadrivendetroit.org/askd3/*
    - *Make a Co.Lab Connect appointment. Appointment dates and times vary.*
    - *Visit D3's online tool to view neighborhood demographics.*

Step 1: Application Questions (Planning + Implementation, and Implementation)

Applying

1. Describe your organization's previous efforts to engage the community and community partners in your organization's decision-making process. How have these practices elevated the voices and needs of community members? What, if anything, would you have done differently to ensure that community members are represented in decision-making? (Scoring Rubric Criteria #3)

2. How does the experience and background of your organization's staff (specifically your executive director/CEO and proposed project leader) and board reflect the history, culture and demographics of the community you serve? (Scoring Rubric Criteria #1)

3. Briefly discuss your organization's plan for capacity to coordinate and execute the proposed project. Please include examples from past projects that demonstrate your organization's capacity. (Scoring Rubric Criteria #2)

4. Assuming no additional funding is available from KIP:D+ beyond this 24-month grant, how will your project continue to impact your community beyond this grant period? What resources, if any, are needed to sustain your impact, and where do you believe those resources might come from? (Scoring Rubric Criteria #4)

Step 1: Scoring Rubric (Planning + Implementation and Implementation)
Applying

Planning + Implementation and Implementation applicants will be scored based on five criteria:

1. Does the applicant demonstrate a commitment to valuing equity in their organizational leadership and staff? Are leadership and staff reflective of the community served?
    - ❑ Demonstrates clear commitment to valuing equity through leadership and staff at all levels reflecting the community served
    - ❑ Demonstrates some commitment to valuing equity through some leadership and/or staff that reflect the community served
    - ❑ Does not demonstrate a commitment to valuing equity

2. Does the applicant outline a clear plan for sufficient organizational capacity (staff/volunteer) that will be dedicated to carrying out the proposed project?
    - ❑ Demonstrates clear plan for capacity to carry out the project
    - ❑ Somewhat demonstrates plan for capacity to carry out the project
    - ❑ Does not demonstrate the plan for capacity to carry out the project or capacity identified is determined insufficient to achieve identified project goals

3. Does this applicant demonstrate how they will collaborate with the community and/or other community partners?
    - ❑ Demonstrates clearly who the applicant will collaborate with and in what way(s)
    - ❑ Somewhat demonstrates a plan and desire to collaborate with the community and community partners
    - ❑ Does not demonstrate any plan or commitment to collaborating with the community and community partners

Step 1: Scoring Rubric (Planning + Implementation and Implementation) (cont.)
Applying

(continued from previous)

4. Does the applicant demonstrate how their project will continue to impact the community served after the grant period has ended?
   - ❑ Demonstrates clear plan for project sustainability and can articulate how project will impact community beyond the grant term
   - ❑ Somewhat demonstrates plan for project sustainability and can gives some detail on how project will impact community beyond the grant term
   - ❑ Does not demonstrate a plan or give detail on how project will impact community beyond the grant term

5. Does the applicant articulate a clear plan to execute their project and demonstrate they have all the necessary elements in place for project implementation (elements may include site control, written permission, etc.)? For Planning + Implementation, does the applicant provide a clear plan and timeline for obtaining the necessary elements to execute the project?
   - ❑ Articulates a clear, detailed and feasible plan for execution
   - ❑ Somewhat describes a plan, but some elements are missing, or feasibility is unclear
   - ❑ Does not provide a clear plan or key elements are missing or unclear

Step 1: Attachments (Planning + Implementation Applications)
Applying

- ❑ Applicant's annual organizational operating budget for the most recent fiscal year
  - ▪ If you do not have an organization budget, please provide a copy of your most recent bank statement.
- ❑ Project scope/timeline (please use our required template here) (Scoring Rubric Criteria #5)
  - ▪ Scope should address necessary permits and their status if needed. A final scope/timeline will be required before disbursement of the implementation grant funds if awarded.
  - ▪ A separate timeline should be submitted for planning activities and implementation activities, with clearly identified goals and milestones that mark the end of the planning phase of the project.
- ❑ Project budget
  - ▪ Applicants will have the opportunity to update their budget from Phase I, as place-based project costs frequently evolve throughout the project. If there have not been any changes, applicants may re-attach the same budget from Phase I.
  - ▪ budget template for physical projects
  - ▪ budget template for non-physical projects
- ❑ MOU
  - ▪ For collaborative projects, an MOU is required. If an MOU is not yet available, one must be submitted prior to disbursement of the implementation grant funds if awarded.

- ❑ Project personnel (please use our required template here) (Scoring Rubric Criteria #2)
  - ▪ Include consultants your organization is working with if they have been identified. For place-based projects, include any architects you are working with if they have been identified. If consultants/architects are not yet identified, they must be identified and submitted prior to disbursement of the implementation grant funds if awarded.
  - ▪ Include community partners your organization is working with
- ❑ Project site control verification; this can include:
  - ❑ ownership deed
  - ❑ purchase agreement
  - ❑ lease
  - ❑ an agreement with appropriate public agency (for publicly owned properties)

  For non-physical properties:
  - ❑ submit any necessary documentation or agreements granting permission to use the site where programming is to be provided

  If project site control verification is not yet available, it must be submitted prior to disbursement of the implementation grant funds if awarded.

Step 1: Attachments (Implementation Applications)
Applying

- ❏ Annual organizational operating budget for the most recent fiscal year.
    - ❏ If you do not have an organization budget, please provide a copy of your most recent bank statement.
- ❏ Project scope/timeline (please use our required template here) (Scoring Rubric Criteria #5)
    - ▪ Plan should address permits and their status if needed.
- ❏ Project budget (required budget templates linked below)
    - ▪ Applicants will have the opportunity to update their budget from Phase I, as place-based project costs frequently evolve throughout the project. If there have not been any changes, applicants may re-attach the same budget from Phase I.
    - ▪ budget template for physical projects
    - ▪ budget template for non-physical projects

> TIP: If you would like some help creating an MOU, reach out to Michigan Community Resources at:
> askKIPD@mi-community.org

- ❏ Project personnel (please use our required template here) (Scoring Rubric Criteria #2)
    - ▪ Include consultants your organization is working with. For place-based projects, include any architects you are working with.
    - ▪ Include community partners your organization is working with
- ❏ MOU
    - ▪ For collaborative projects, an MOU is required. If an MOU is not yet available, one must be submitted prior to disbursement of grant funds if awarded.
- ❏ Project site control verification; this can include:
    - ❏ ownership deed
    - ❏ purchase agreement
    - ❏ lease
    - ❏ an agreement with appropriate public agency (for publicly owned properties)

For non-physical properties:
- ❏ submit any necessary documentation or agreements granting permission to use the site where programming is to be provided

If project site control verification is not yet available, it must be submitted prior to disbursement of the implementation grant funds if awarded.

Step 1: Phase II Application Checklist
Applying

- ❏ Answer all required questions
- ❏ Applicants will be asked to certify their leadership has been notified as part of the application submission. It is expected all applicant executive directors/CEOs are aware their organization is submitting an application.
- ❏ If applicable, applicants will be asked to certify their fiduciary has agreed to be a part of the application submission. If organizations are applying with a fiduciary, it is expected the fiduciary is aware they are being named in the application.
- ❏ Fiduciaries will be asked to submit their tax return (990/990EZ or equivalent) and IRS federal tax-exempt letter before the grant award is disbursed. If awarded, grantees will be asked to submit a fiduciary agreement.

TIP: Need help finding a fiduciary? Contact Michigan Community Resources at askKIPD@mi-community.org

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.

Step 2: Phase II Virtual Site Visits
Applying

- Phase II applicants will be invited to schedule an informal virtual "site visit" with Co.act staff. Site visits will be recorded and notes/recordings will be attached to your application

- Site visits are not mandatory, but encouraged

  - Site visits offer an opportunity for applicants to share more about their projects or show elements of their projects that are not easily captured by words

Pre-planning grantees, eleven 24 Founder and Executive Director, Tonjie Reese, left, and Program Coordinator Erica Mickens, right, in front of the mural "Spirit" on the corner of Mack and Van Dyke in Detroit

TIP: If you would like some help filling out your application, schedule an office hours appointment with Michigan Community Resources!

Step 3: Review + Grantee Selection – Phase II
Applying

- The Selection Committee will be made up of the same members as Phase I. Kresge staff, Co.act staff, residents, and other community partners will score all Phase II 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 grantees to Co.act.
- 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 (mix of Planning and Implementation and Implementation)

- Co.act is committed to honoring the selection committee's recommendations, in particular resident committee members, but retains final decision-making authority over final awards.
- The Selection Committee may request additional information and/or ask clarifying questions prior to reaching a decision.

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).

Authentic
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);
2. 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

Community Engagement
Definitions, Principles + Values

Examples of Community Engagement:

1. Hold public meetings or workshops to gather community input
2. Create a diverse project advisory group to enable equitable solutions
3. Designate a community liaison to mindfully connect the project team with the community
4. Empower residents to have a voice in how project funds are allocated
5. Directly engage with community members through door-to-door outreach

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	- tailored outreach and project development - MCR application support - application accessibility options
Advance principles of DEI in program outcomes and how we do our work	- supporting leaders of color representative of the communities they serve - application process transparency - attempts to understand and to remove application process barriers - connects applicants/grantees to opportunities that lead to more resources, funding, etc. (capacity building)

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	- continuing to reflect, assess, and evaluate the program to meet nonprofit needs in these communities - support projects that advance the vision of residents for their neighborhood and prioritize authentic community engagement - Supporting projects that benefit and improve the quality of life for community residents
Create a cohort of peer learning opportunities for KIP:D+ grantees to learn and strengthen their communities together	- Facilitating onboarding sessions for grantees - KIP:D+ award ceremony - MCR's KIP:D+ coffee hours and regular cohort activities

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.

2023 Pre-planning grantee, Teachers Supporting Teachers, from left, Kristin Hemingway- Ambassador, Jackie Dunlap – Executive Director and Founder, Melanie Land – Board Member, and Sandra Shackelford Board Member, in front of the Jalen Rose Leadership Academy

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 Detroit city council district 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 may not 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 grants@coactdetroit.org.

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:

Wildemere Park	Konnection Kloset
2023 grantee Project budget: $30,000 KIP:D+ grant: $20,000	2023 grantee Project budget: $55,000 KIP:D+ grant: $35,000
Build a small community park where residents can gather, host workshops and events. The park will include a tool library that can be accessed free-of-charge by all community members.	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.

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:

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.

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.