

# Grantmaking Guidelines and Application

Headwaters Foundation for Justice is a catalyst for social, racial, economic and environmental justice. Since 1985, through activist grantmaking, capacity building, and philanthropic alliances, Headwaters has supported grassroots groups transforming the root causes of injustice.

## Headwaters' grantmaking advances two core objectives:

- Changing systems of injustice
- Increasing the power of historically excluded communities

## Headwaters has two grantmaking Funds:

- **Social Change Fund** – supporting a broad range of environmental, social, economic and racial justice organizing
- **Fund of the Sacred Circle** – supporting organizing by the American Indian community

**Funding Levels:** Headwaters offers two levels of grants:

**Planning Grant:** This funding level provides support for organizations that are at the beginning stage of organizing to address social justice issues. Planning grants provide an opportunity to assess the issues and the strengths/resources in their organization. These grants provide groups the time to develop concrete plans outlining their community vision, long-term goals, short-term objectives and plans to change systems or structures that promote or cause social injustice. Groups at this level can apply for amounts up to \$5,000 annually.

**Implementation Grant** This funding level provides support for organizations that have clear plans for addressing community concerns, and the capacity to effectively engage their community in making structural change. Grants at this level will be made to groups who have an organized constituency base, clear analysis of structural causes of the concerns, concrete goals and strategies to building power and changing systems. Groups at this level can apply for up to \$10,000 annually.

Organizations may receive only one grant from the Social Change Fund, or the Fund of the Sacred Circle within a 12-month period.

## Application Process:

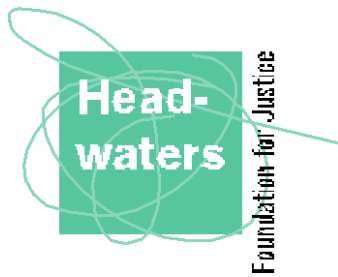
Each proposal must include: Cover Sheet and a Grant Proposal Form and Budget Sheet.

- 10 copies of your application, which includes the specific Cover Sheet, Proposal, Budget and Progress Report (*if previously funded*)
- 1 copy of your IRS letter of determination (if applicable)
- 1 copy of your Certificate of Incorporation

## Contact Information:

For additional information contact Monica 612-879-0602 ext. 10 [monica@headwatersfoundation.org](mailto:monica@headwatersfoundation.org)  
or David 612-879-0602 ext. 11 [david@headwatersfoundation.org](mailto:david@headwatersfoundation.org)

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# Fund of the Sacred Circle Description

The Fund of the Sacred Circle (FSC) supports Native leadership working to ensure that indigenous cultures are honored, American Indians are treated with fairness and equity, and the sovereignty and self-determination of Native people is secure. The Fund is Native led, supporting Native projects that deliberately address systemic injustice affecting American Indian communities. The Fund of the Sacred Circle is a partnership of Native activists and donors of all backgrounds, supported by Headwaters Foundation for Justice and Wisconsin Community Fund.

## Funding Focus:

The Fund of the Sacred Circle will support American Indian organizations throughout Minnesota and Wisconsin addressing issues of racial, social economic and environmental justice. The fund has identified (but not limited) the following areas of interest for 2005-2007:

**Language and Cultural Revitalization** – Language and culture is vital to the identity and future of American Indians. The Fund will support groups engaged in changing society by preserving, protecting and promoting Native culture and language.

**Land and Environmental Restoration**- Environmental destruction and loss of tribal lands negatively impacts the cultural, spiritual and economic well being of our communities. The Fund supports organizing work to reclaim traditional land base and restore traditional stewardship of natural resources.

**Sovereignty and Treaty Rights**- American Indian's have a unique historical and legal status as sovereign nations. The Fund supports organizing efforts that uphold and advance tribal sovereignty and treaty rights.

**Self-determination and Civil Rights** – Native communities have long experienced genocidal and assimilation policies and practices. The Fund supports efforts to ensure the civil, legal, political and religious rights of American Indian's are secure, and that native heritage and self-determination is respected and defended.

## Funding criteria:

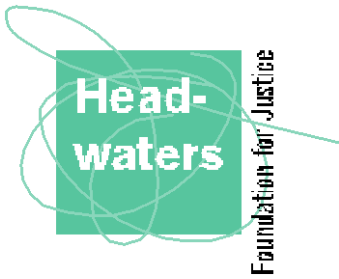
- Organizing as a means of engaging the affected community directly in addressing the issues
- Social Justice focused -address the root cause or conditions of a community's social, economic or racial injustices
- Impacting social, economic and political institution(s) or systems that perpetuate injustice
- Constituent leadership led by and accountable to the community that is affected by the issue
- Limited Access to traditional funding sources typically this means budgets less than \$300,00
- Working in Alliance: Knowledge of and collaboration with other groups working for justice

## Funding Levels:

- Planning Grants of up to \$5,000
- Implementation Grants of up to \$10,000

## Application Deadlines:

First business day of August – Applications must be postmarked on or before the due date or in the office by 5:00pm. Deliver or mail to: Headwaters Foundation for Justice  
2801 21<sup>st</sup> Ave S Ste 132B  
Minneapolis, MN 55407



# Fund of the Sacred Circle Grant Proposal Cover Sheet

10 Copies Required

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Organizational  
Information:**

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Website: \_\_\_\_\_

**Contact  
Person:**

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Organization Status:** (check all that apply and attach appropriate documentation)

- |   |   |
|---|---|
| <input type="checkbox"/> Incorporated with the Secretary of State | <input type="checkbox"/> Other, Please specify: _____   |
| <input type="checkbox"/> 501(c) 3                                 | <input type="checkbox"/> Fiscal Sponsor (if applicable) |
| <input type="checkbox"/> 501(c) 4                                 |   |

**Funding Level and Amount Requested (choose one):**

- |  |   |
|--|---|
| <input type="checkbox"/> Planning \$ 5,000 | <input type="checkbox"/> Implementation \$ 10,000 |
|--|---|

**Funding Focus:** (check all that apply) please refer to specific fund description for details

- |   |  |
|---|--|
| <input type="checkbox"/> Language and Cultural Revitalization | <input type="checkbox"/> Self Determination and Civil Rights |
| <input type="checkbox"/> Land and Environmental Restoration   | <input type="checkbox"/> Sovereignty and Treaty Rights       |

**Summarize Your Proposal in 100 Words or Less: (Do not refer us to your proposal – your proposal MUST be summarized here.)** Your summary should include: who you are, your primary constituents, the systems you are addressing, and the change you want to see as a result of your work.



# Grant Proposal

Please answer the following questions in a maximum of 7 pages. The page limit does not include cover page or budget(s) page. Please address each question. Format: 12-point font, 1" margins, double-spaced. No un-requested attachments please.

## 1. Organization Description – (who you are)

Provide a brief summary of your organization, including mission, history and description of your work. (1-3 paragraphs)

## 2. Constituency Leadership and Power – (who you are organizing and how they are leading)

For communities to thrive, all people in them must have the opportunity to participate fully. Headwaters supports organizations led by and increasing the power of historically excluded communities, including poor and working class people, people of color, women, gay, lesbian, bisexual and transgender people, immigrants, and people with disabilities. We define power as the ability of constituency groups to make decisions about issues affecting their communities and ensure that these decisions are respected and carried out.

**Constituency** (considering your proposal, please check only the groups that will be empowered by this proposal, and represent a significant component of your constituency)

### Column 1

African

Ethnicity: \_\_\_\_\_

African American

Asian/Pacific Islander

Ethnicity: \_\_\_\_\_

European

Ethnicity: \_\_\_\_\_

Hispanic/Latino/Chicano

Ethnicity: \_\_\_\_\_

American Indian /Alaskan Native

Tribe/Nation: \_\_\_\_\_

Other: \_\_\_\_\_

### Column 2

Rural

\_\_\_\_\_

Statewide

\_\_\_\_\_

Suburban

\_\_\_\_\_

Urban

\_\_\_\_\_

Other

\_\_\_\_\_

### Column 3

Children/Youth

Coalitions

Congregations/Faith-Based

Disability

Elders/Seniors

GLBT

Homeless

Immigrant /Refugee

Labor/ Unions

Low-income / Working-class

Men

Tenants

Women / girls

Other \_\_\_\_\_

### **Leadership** (Note: You may include the board list as a separate attachment)

- List board members, key volunteers and staff, and which constituency groups they represent.
- Who do you identify as your primary constituency?
- Describe how your leadership is selected and accountable to the constituents.
- How will the work described in this proposal increase the power of your constituency?

### **3. Systems and Impacts** – (what do you hope to accomplish)

Our world is made up of systems – (culture, housing, language, economics, neighborhoods, industry, transportation, food production, government, health care, employment, etc.) – that determine the well being of our community and its people. Headwaters supports grassroots organizations working to ensure that these systems are fair, equitable and just.

**Vision:** We understand transforming systems is long-term work. (In two to three paragraphs please describe)

- What system(s) are you working to change, reclaim or create and why?

Provide the following information for each system you will impact within the timeframe of this proposal.

- What do you hope to accomplish? (What changes do you expect? What successes would you celebrate?)
- List major activities and timeline.

### **4. Relationships** – (who are you working with)

- In this proposal, what are the primary organizations or groups you will be working with and why?
- How will you share resources, information, knowledge and learning with other groups?

### **5. Access/Sustainability** – (how will you keep it going)

Headwaters is committed to supporting grassroots organizations that do not have access to mainstream support; typically groups with project budgets under \$300,000.

- Please explain how you have limited access to funding.
- What are your plans for sustaining and diversifying your funding?

### **6. Progress Evaluation** – (what works and what are you learning)

- How will you know you are successful?
- How will you use what you are learning?

### **7. Progress Report**

If your last grant was less than 12 months ago, attach an interim report. This Progress Report should be based on your previous proposal and include the following: (Format: maximum of 2 additional pages, 12 point font, double spaced with 1" margins.)

- The system(s) you were working to change, reclaim or create.
- What you accomplished.
- Major activities and timeline.

- How your work increased the power of your identified constituency.

Annual Budget for the period of \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

	Overall Organizational Budget	Overall Project Budget	Actual <i>If proposal is funded, use to report actual activity at the end of the grant period.</i>
<b>Revenue:</b>			
Amount Requesting from Headwaters			
Other Foundations*			
Government Grants & Contracts*			
Corporations*			
United Way or Other Federated Campaigns*			
Individual Contributions			
Fundraising Events & Products			
Membership Income			
In-kind Support			
Other (specify earned income, consulting fees, etc.)			
<b>Total Revenue</b>	0	0	0
<b>Expenses:</b>			
Salaries/Wages			
Payroll Taxes & Benefits			
Consultants & Professional Fees			
Travel			
Equipment			
Supplies			
Training			
Printing & Copying			
Telephone & Fax			
Postage & Delivery			
Rent & Utilities			
In-kind Expenses			
Other (specify)			
<b>Total Expenses</b>	0	0	0

Yes, Headwaters may share my proposal with other funding sources.

**Lobbying:** Within this proposal \$\_\_\_\_\_ will be spent on direct lobbying, and \$\_\_\_\_\_ will be spent for grassroots lobbying, as those terms are defined in the Internal Revenue Service Regulations under section 501(h).

**\*Revenue detail from above**

Name of Funder	Amount	Status – planned, pending or confirmed