



The Partnership Grants Program FY 2018

Purpose: To encourage and support housing education and advocacy at the local and regional level that promotes the relationship between an adequate and balanced housing supply and economic growth and stability, leading to changes in municipal and state land use regulations and other processes that encourage the creation of a diverse housing stock.

The Partnership Grants Program is intended to focus the advocacy activities that are carried out by partners on the alignment of housing development with regional economic development needs, as well as to create more flexible funding that meets the needs of a diverse mix of partners.

This program will support:

- New or existing organizations engaging in housing education and advocacy
- Programs within established non-profit organizations, that focus on housing education and advocacy

To accomplish this, funding levels will vary based on:

- The level of effort agreed upon in work plans for the coming year
- The established limits set out below

The Partnership Grants Program has three components of funding:

1. **Incubator Grants** of up to \$50,000 (limited to \$20,000 for start-up organizations) - available to non-profit economic development or community development organizations, including organizations that have not traditionally participated in housing advocacy with New Hampshire Housing, that propose to establish a workforce housing education and advocacy program, or start-up organizations whose primary mission is workforce housing education and advocacy. **These are one-time-only grants with no matching funds required.**

For-profit organizations, organizations engaged in housing development, municipal governments and regional planning commissions are not eligible.

- To be eligible for up to \$50,000, organizations must have been established for at least three years and must commit to maintaining the program for at least three additional years following grant award. Awardees will be eligible for annual **Impact Grants** after the first year of operation.
- Grants of up to \$20,000 are available to help fund the start-up of new housing education and advocacy organizations. Primary activities must include efforts to promote an adequate and balanced housing supply at the local and/or regional level and educate the general public and public officials about the relationship between housing and the regional economy. As with existing organizations, start-up awardees will be eligible for annual **Impact Grants** after the first year of operation.



Since grant funds are limited, organizations may not be awarded the full amount requested.

These grants are performance based and future awards will be based on a review and assessment of the organization's performance and will be subject to the availability of funds.

2. **Impact Grants** of up to \$40,000 – available to non-profit economic development or community development organizations that have existing workforce housing education and advocacy programs, or non-profit organizations whose primary mission is workforce housing education and advocacy. Organizations must be established for at least one year and dollar-for-dollar matching funds are required. Grant awards are based on a review of the work plan and the funding resources needed to fulfill the organization's work plan.

For-profit organizations, organizations engaged in housing development, municipal governments and regional planning commissions are not eligible.

Since grant funds are limited, organizations may not be awarded the full amount requested.

These grants are performance based and future awards will be based on a review and assessment of the organization's performance and will be subject to the availability of funds.

3. **Mini Grants** of up to \$5,000 – available to support the housing education and advocacy efforts of local or regional business groups, economic development groups, ad hoc groups, business and community leaders, service organizations, non-profit organizations and local governments. Eligible activities also include the funding of technical assistance (by third parties) to explore housing friendly land use regulations and may also be used to research the feasibility of starting a local or regional housing advocacy initiative. No match is required; however the availability of matching funds will be a consideration in the funding decisions.

Organizations engaged in housing development and regional planning commissions are not eligible.



New Hampshire Housing
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Applying for Incubator Grants and Advocacy Impact Grants

Background: In New Hampshire it is recognized that local grassroots education and advocacy helps citizens make informed decisions about land use regulations, approval processes and public investments that affect housing development. The availability of these grants is recognition by New Hampshire Housing of the effort required to make positive change at the local/regional and state level to help support the development of a diverse housing supply to maintain the state's economic prosperity.

Who may apply for Incubator Grants: Non-profit economic development or community development organizations that have been established for at least three years, including organizations that have not traditionally participated in housing advocacy with New Hampshire Housing, that propose to establish a workforce housing education and advocacy program may apply. Start-up organizations whose primary mission is workforce housing education and advocacy are also eligible. For-profit organizations, organizations engaged in housing development, municipal governments and regional planning commissions are not eligible.

Who may apply for Impact Grants: Non-profit economic development or community development organizations that have existing workforce housing education and advocacy programs, or non-profit organizations whose primary mission is workforce housing education and advocacy. Organizations must be established for at least one year. For-profit organizations, organizations engaged in housing development, municipal governments and regional planning commissions are not eligible.

Process: Applications may be submitted at any time, however an applicant may receive only one Incubator Grant or Impact Grant in a 12 month period. The process below will be used to make awards:

1. New Hampshire Housing staff will review and evaluate grant applications based on the criteria outlined in the **Incubator and Impact Grant Application Guidelines** below.
2. Staff may request additional information and meet with applicant organization to refine work plan and other activity.
3. Staff may recommend that the application not be funded or funded at a lower level than requested.
4. Applications for the Incubator Grants and Impact Grants are then subject to review and approval by a committee or board of directors of New Hampshire Housing depending on the grant amount.
5. If approved, a contract will be based on the agreed upon work plan.
6. Grant funds may be awarded in full or released incrementally.
7. Grants that are awarded are considered to be for work in the coming 12-month period.
8. Organizations may be eligible for additional grant awards in subsequent rounds based on review and assessment of the organization's performance, proposed work plan and subject to the availability of funds.



New Hampshire Housing
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Application Guidelines Incubator and Impact Grants

Documents to be Submitted

- 1. Cover letter requesting funding and signed by an authorized representative of the organization.**
- 2. Brief narrative addressing the following (Max. 600 words):**
 - a. Organizational structure
 - i. Board members (note representation of business and industry).
 - ii. List staff that will be working on the grant activities.
 - iii. Describe any reliance on volunteers to carry out grant activities.
 - iv. Describe other sources of funding for the organization. If a program of an organization, describe other sources of funding for the housing advocacy program.
 - b. Organizational history
 - i. Include founding date
 - ii. Past accomplishments
 1. Select activities (outputs)
 2. Results (outcomes)
- 3. Work plan for the coming 12-months which addresses the following (Max. 2,400 words):**
 - a. Identify your housing issues:
 - i. As specifically as possible describe what and where are the housing issues in your region?
 - ii. What land use regulations, processes and/or public investment policies present opportunities for change?
 - b. Describe the goals (outcomes) of your work plan:
 - i. Identify what you intend to accomplish in the next 12-months and how those outcomes address your housing issues above. Longer term goals can be included.
 - c. Identify your strategy:
 - i. Describe the strategies (methods) and resources that you intend to employ, or are currently actively engaged in, to improve the supply and diversity of housing.
 - d. Describe the actions (outputs) that you intend to undertake with the grant funds and any match as required, to reach the identified goals/outcomes and demonstrate the likelihood of success.
 - e. Describe how New Hampshire Housing funds will be used.



4. **Financial:**

- a. Prior year and current year-to-date program financial statements. YTD figures must be presented in comparison to budget. Please include a forecast for year-end revenue and expenses if you are in the midst of your fiscal year. *Note: New Hampshire Housing requires 1:1 match funding unless application is for an Incubator Grant.*
- b. Proposed budget for next 12- months.

Application Review

New Hampshire Housing staff reviews applications and makes recommendations to the Executive Director. Funding levels of \$20,000 or higher will require approval by the appropriate committee and/or board of directors. Work plans with the following will be favored:

1. Changes or proposed changes in local regulations, processes and/or public investment policies as an outcome.
2. An increase in activity by employers participating in education and advocacy for more housing as an outcome or a strategy.
3. High level of matching funds
 - a. as a percentage of organizations budget, or
 - b. as a percentage of program budget
4. Advocacy in areas of strong economic activity.
5. A strengthened base of support as either an outcome or a strategy: Increased involvement in issues related to housing and the economy from key constituents (public, local & state elected officials, community leaders, employers, developers, etc.).
6. A demonstrated knowledge of housing and advocacy related resources such as the Municipal Technical Assistance Grant Program (MTAG), Design Charrettes, National Housing Conference (NHC.org), UNH Cooperative Extension Community and Economic Development, Office of Strategic Initiatives, Regional Planning Commissions.
7. A community engagement strategy describing the use of tools, resources and organizational competencies to successfully promote housing development.



Applying for Mini Grants

Background: In order to develop support for changes in local actions regarding housing development, local leaders must have the ability to educate the general public and public officials about housing needs. The Mini Grant program provides funds to support housing education and advocacy efforts such as funding of technical assistance (by third parties) to explore housing friendly land use regulations, researching the feasibility of starting a local or regional housing advocacy initiative, developing informational/educational materials, limited locally-focused research activities and other innovative or unique methods of reducing community resistance to housing development. Mini grant funds may not be used for Master plans or for general planning purposes.

Who may apply for Mini Grants: Local or regional business groups, economic development groups, ad hoc groups, business and community leaders, service organizations, non-profit organizations and local governments. Organizations engaged in housing development and regional planning commissions are not eligible. However, regional planning commissions may act as contractors to eligible organizations.

Process: Applications may be submitted at any time. The process below will be used to make awards:

1. New Hampshire Housing staff will review and evaluate grant applications based on the criteria outlined in the **Mini Grant Application Guidelines** below.
2. Staff may request additional information and meet with applicant organization to refine work plan and other activity.
3. Staff may recommend that the application not be funded or funded at a lower level than applied for.
4. Applications are then subject to review and approval by New Hampshire Housing's grant review committee and Executive Director.
5. If approved, an agreement letter will be created based on the agreed upon work plan.
6. Grant funds may be awarded in full or released incrementally.
7. A written report of the use and effectiveness of project funding is required one year from receipt of grant funds.
8. Organizations may be eligible for additional grant awards subject to the availability of funds.



Mini Grant Application Guidelines

Documents to be Submitted

1. Brief narrative addressing the following (No more 900 words):

- a. Organizational structure
 - i. Members (note representation of business and industry).
 - ii. Describe the organization, its mission and legal status.
 - iii. Identify fiscal agent.

- b. Purpose of request
 - i. Project goals, activities, timeline and intended outcomes.
 - ii. People or entities involved in the project.
 - iii. Use of mini grant funds.
 - iv. Describe other sources of funding for the project/activity, if applicable.

2. Financial:

- a. Project budget
 - i. Include sources and uses of funds.
 - ii. Mini grant funds may be used to cover staff time for the project.