



IMPACT GRANTS

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. 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.

- To be eligible, organizations must be established for at least one year
- Dollar-for-dollar matching funds are required
- Since grant funds are limited, organizations may not be awarded the full amount requested.

Impact 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.

APPLICATION PROCESS AND TIMELINE:

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 **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 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.

NEW HAMPSHIRE HOUSING FINANCE AUTHORITY

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Mail: PO Box 5087, Manchester, NH 03108

603.472.8623
NHHFA.org



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.

IMPACT GRANT APPLICATION GUIDELINES

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.

DOCUMENTS TO BE SUBMITTED:

1. **Cover letter** including contact information 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.
 - f. If applicant has previously received an Impact Grant additional reporting will be required assessing performance based on the contract agreement.
4. **Financial** information:
 - a. Prior year and current year-to-date program financial statements. YTD figures must be presented in comparison to budget.
 - b. 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.**
 - c. Proposed budget for next 12- months.
5. **Submit applications to:**