



INCUBATOR GRANTS

Incubator Grants of up to \$50,000 (limited to \$20,000 for start-up organizations) are 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.

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 **Incubator 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 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.

NEW HAMPSHIRE HOUSING FINANCE AUTHORITY

32 Constitution Drive, Bedford, NH 03110
Mail: PO Box 5087, Manchester, NH 03108

603.472.8623
NHHFA.org



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.

INCUBATOR GRANT APPLICATION GUIDELINES

APPLICATION PROCESS AND TIMELINE:

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.

4. Financial:

- 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:**

George Reagan | greagan@nhhfa.org | 603-310-9253