



## COLLABORATION GRANT GUIDELINES

Thank you for your interest in the People Helping People Awards (PHPA) Collaboration Grant. Past recipients of a PHPA are eligible to apply as fiscal agents for grants up to \$25,000. The grant is a joint opportunity for two or more organizations to collaborate on a project. Please see official rules for additional eligibility requirements.

In response to the ongoing global pandemic, new guidelines created in 2020 will continue in 2021:

- The fiscal agent on the application must be a past PHPA recipient. However, the other collaborators listed on the grant are not required to be past recipients. (Note: All organizations listed on the application must be 501c3 nonprofit organizations.)
- Discretionary points may be awarded for collaborations that focus on response to COVID-19, and/or collaborations that include more than one past PHPA recipient.

To be considered complete, the collaboration grant proposal should include the following information, and should be formatted using the following structure:

Section 1	<b>Cover Page</b> a. Name of Grant b. Designation of Fiscal Agent* & Contact Information c. List name of each collaborating partner organization with EIN & contact information
Section 2	<b>Narrative</b> a. Provide an overview of the collaboration. b. Describe the program, event or project the funding would be used to support (include timeline, demographics and number served). c. How does the collaboration align with the philosophy of People Helping People? (please provide examples) d. Explain how this grant will benefit each participating organization and the populations served. e. How will the organizations collaborating in the grant center diversity, equity and inclusion in the work and outcomes? (provide metrics, examples, and outcomes where possible) f. How will this funding help foster further collaboration between these organizations in the future?
Section 3	<b>Budget</b> (Excel format) a. Program staff

	b. Program materials c. Operating/Administrative
Section 4	Copy of W9 for each organization

\*The organization financially responsible for administration and payments should be designated as the grant Fiscal Agent. Grant award checks will be made payable to the fiscal agent. Only one organization can be listed as the fiscal agent, and that organization must be a past PHPA recipient. Nonprofit organizations collaborating in more than one grant proposal can only be the fiscal agent for one request.

### Submitting your proposal

Email your proposal to [communityrelations@becu.org](mailto:communityrelations@becu.org) using the subject line “*PHPA Collaboration Grant Submission.*”

**Grant submission deadline is Friday, October 8, 2021 by 11:59pm.** All organizations that submit a proposal will be notified of receipt by October 15, 2021. **Winning grant proposals will be announced via email no later than December 18, 2021.**

All organizations that submit a proposal will be invited to a PHPA celebration in December (details to be announced).

### Judging criteria:

1. Spirit of the Grant
  - Alignment with the mission of People Helping People
2. Strength of Collaboration
  - Does the partnership equally benefit all partners and the populations served?
  - Does the partnership foster further collaboration?
3. Narrative
  - Clarity of the proposed program/activity—including timeline, demographics and number served.
  - Explanation of how diversity, equity & inclusion are centered in the partnership – including metrics, examples and outcomes
4. Budget
  - Budget is detailed, clear, and reasonable