

Application Form

Appendix B: Impact & Innovation Application Form

**Project Title:**

**Project Period: from to**

**Host Institution:**

* **Name**
* **Address**

**Project Leader:**

* **Name and Title at Host Institution**
* **Phone**
* **Email**

**A. Target Population Served (1-2 paragraphs)**

This section should describe where the funded project will focus, and provide an explanation for the geographic region or locality in question, including the groups and communities whose interests it seeks to advance. Please specify basic data such as total population with demographics, socioeconomic realities, jail population and level of overcrowding if it exists, and basic crime statistics. The selected region should include at least one neighborhood within a city, but may also include other contiguous areas outside the neighborhood or city’s borders, if appropriate.

**B. Desired Outcomes, Technical Service Partner, and Evaluation (a narrative of up to 2 pages; can use charts if needed)**This section should identify the specific grant outcome(s) that the applicant seeks to advance, as well as the technical assistance partner that the applicant seeks to engage. Applicants should demonstrate their interest and readiness by explaining (1) the current status of their work in this area, (2) existing relationships in this area, (3) why they believe now is the time to work with a TA provider in this area, (4) their existing strengths and weaknesses for moving this forward, and (5) ways they will evaluate success. This section should also address the expected challenges in pursuing the desired results and identify unanticipated outcomes – positive and/or negative – and how they may affect the project in the short term and long term, and how best to address these challenges.

**C. Key Stakeholders (1 page)**The Drug Policy Project recognizes that progress towards these outcomes will require the cooperation and leadership of key public and private stakeholders. This section should explain which stakeholders are currently engaged in the program, and/or which stakeholders will be engaged through the use of grant funds; and how strengthening their involvement advances progress towards the desired outcomes. Current and potential partners may include some or all of the following:

* Individual and organizational representatives of communities most impacted by local policing practices (this may include people who are transgender, gender nonconforming, or sexual minorities; of color; actively using drugs; working in the sex trade; lacking fixed and adequate housing; etc.)
* Advocates (harm reduction advocates, activists and grassroots campaign organizers dedicated to the health and rights those most affected by policing, etc.)
* Practitioners (police, public defenders, prosecutors, healthcare service providers, housing providers, etc.)
* Policymakers (housing authority or health and human services administrators, city council members, mayoral staff, state legislatures, governors, etc.)
* Members of the local business and philanthropic communities

All applications should have letters of support from at least two identified stakeholders; **at least one of these letters must be from a policymaker describing governmental commitment to equitable community engagement.** Depending on circumstances and feasibility, the Drug Policy Project may request to speak with these stakeholders during the grant decision-making process.

**D.** **Organizational Governance Structure (1 page maximum)**   
This section should describe the governance structure of the applicant organization (i.e., the organization receiving the grant dollars).

**E. Work Plan with Timeline (2 page maximum)**

This section should provide a work plan (chart form is acceptable) for the full grant cycle. To the extent possible, the work plan should show specific activities the project will undertake to establish partnerships, implement key strategies and meet benchmarks. The plan should also identify the entity responsible for conducting particular activities as well as the actors likely to be involved.

**F. Budget and Budget Narrative (1 to 2 pages)**

This section should include a complete project budget. The maximum award will be $75,000. All requests above $25,000 require demonstration of a commitment of at least $25,000 in the budget from another source of funding. Budgets should include any additional funds the site plans to raise or obtain as contributions (including in-kind) from other sources. However, please do not calculate in-kind contributions into your total budget. Instead, include in-kind contributions as an attachment or appendix to the budget. The budget should set forth costs associated with staff, facilities, meetings, and other activities required to make meaningful progress on programmatic goals.

A budget narrative should provide a more detailed explanation. The budget narrative should include the name of the host organization that will receive Open Society Foundations funds, as well as the TA providers whose services will be secured with the funds. It should also include other financial resources committed or under consideration (noting both the likelihood and timeline for pending sources of support) as well as in-kind contributions.

*Please note that Drug Policy Project funding cannot be used for legislative work.* If your specific project or model requires lobbying, you may raise funds from other sources and submit abifurcated budget, showing lobbying expenses in one column, non-lobbying expenses in a second column, and total expenses in a third column. Please note that most advocacy activities do not constitute “lobbying” activities as defined by the Internal Revenue Code.

**G. Required Attachments**

* 501(c)(3) tax determination letter from the IRS for the fiscal agent
* Bios of key stakeholders and consultants other than those TA providers prequalified by the Open Society Foundations (no longer than a paragraph each)
* Letters of support from at least two identified stakeholders; at least one of those must be from a governmental stakeholder describing agency commitments to equitable community engagement
* The organization’s audited financial statements for the last three years (if audits are not available, internal financial statements will be accepted; if organizations are newer than three full years, please submit all financial statements (internal and audited) to date)