2024 IRUSA Domestic Grant Guidelines

OUR MISSION

Islamic Relief USA provides relief and development in a dignified manner regardless of gender, race, or religion, and works to empower individuals in their communities and give them a voice in the world.

IRUSA DOMESTIC GRANTS FUNDING

Please carefully review these guidelines. The guidelines explain the eligibility requirements, application process and how to connect with the IRUSA Grants team. Final proposals are due Friday, May 17th, 2024, at 4 p.m.

IRUSA makes investments across four categories that covers a broad array of sectors. The proposed project must fits IRUSA's mission, vision and values, and addresses one or more of the following social issues:

- *Food Security* grants that tackle the growing problem of irregular availability and irregular access to food across the United States. These grant funded programs will create holistic, evidence-based solutions to food insecurity in the United States. The program should recognize and address the detrimental social, economic, and health effects of food insecurity on local communities. IRUSA will focus on funding programs that offer case management and other wrap-around services in addition to providing food to its beneficiaries.
- *Healthcare* grants that bridge gaps in healthcare services and address various health disparities in the United States. Grant partners offer primary, specialty and/or mental health care to patients who are under-represented and under-served - especially individuals with refugee status.   IRUSA will fund licensed, non-profit, healthcare facilities using evidence-based treatment that offer care at absolutely no charge to the beneficiary.
- *Refugee and Immigrant Services* grants that address and meet various needs of refugees and immigrants in the United States. Grant partners should implement programs that promote self-sufficiency and resilience for the post 90-day period after government support ends. This grant-funded program is specifically looking to support career development, ESL classes, citizenship classes, and social service referral programs.

- Select **Community Development** grants for projects that address social issues. IRUSA is targeting programming that addresses domestic violence intervention, at-risk youth, inclusivity of special needs populations, and community cohesion.

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ELIGIBILITY

- Eligible applicants can include:
    - US-based 501(c)(3) public charities in good standing with the IRS and their State regulatory agencies.
    - Religious organizations, with an established IRS 501(c)(3) designation (that files IRS 990 Tax Returns).
    - Fiscal sponsorships are not able to apply.
- Organizations with expense budgets that range from $100 thousand to $3 million, according to their 2022 filed 990 IRS total expenses. *(strongly desired, but not required)*
- A minimum of three full active years from the date of the IRS 501(c)(3) Eligibility Letter. Latest inception date would be January 2021 (No exceptions).
- Organizations that have submitted their 2022 IRS 990 Tax Returns (not Draft or Client Copies). 2021 tax returns will not be accepted.
- Organization with prepared Board approved 2024 Organizational Budget that includes both detailed breakdown of revenue and expenses.
- Organizations need to be operating with a net positive/break-even budget. Organizations can not be operating in a deficit without assets to cover shortfall. IRUSA will use 2022 IRS 990 Tax Returns to verify.
- The proposed work must occur in the USA.
- Organization has a minimum five member active Board. Board members will be verified on the 2022 IRS 990 submission.
- Organization has a minimum of two paid staff members.
- Organizations must carry liability insurance active throughout the grant program period. Please note that health care facilities must carry a minimum policy of no less than $1 million per claim/occurrence and $2 million in the aggregate, and IRUSA and its directors, officers, agents, employees, and volunteers would be named as "additional insureds'' under all applicable policies.
- Organizations must have the capacity to collect and report on key aggregate beneficiary demographic information.
- Organizations that have current funding through other IRUSA programs, must reach out to the IRUSA Grant Manager before applying to this program. Please reach out two weeks prior to the deadline, at the latest, for submission.
- Each applicant can only submit ONE application to only ONE category.
- Organizations will be responsible to demonstrate eligibility in their initial application submission. Failure to do so will result in an immediate denied application.

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AWARD AMOUNTS

Award sizes will be dependent on an organization's 2022 filed 990 IRS total expense budget. Award sizes ranging from $20,000 to $70,000 for one year.

- Total organization expense budget under $250K - Up to $25,000 award.
- Total organization expense budget between $250K and $500K - Up to $40,000 award.
- Total organization expense budget between $500K and $1M - Up to $50,000 award.
- Total organization expense budget between $1M and $3M - Up to $70,000 award.

TYPES OF FUNDING

- IRUSA is looking to support key beneficiary programs of your organization.
- IRUSA is looking to support sectors and programming mentioned in the introductory description. Please make sure your organization programming fits the criteria.

BUDGET GUIDELINES

IRUSA Domestic Grants requires a detailed line item budget for proposed programming to be prepared by the applicant. All budgets must fit within the limits of their award tier, including both direct and indirect costs. **An applicant is allowed to apply up to 15% of their requested programmatic direct costs toward indirect costs.** For example, if they are requesting $20 thousand in direct costs to their program then they are able to request up to $3 thousand in indirect costs; with the sum of direct and indirect costs falling within their award tier.

Applicants can request the following **direct cost** categories in their budget:
- Personnel Costs:
  - Salaries and wages for project staff.
  - Fringe benefits (health insurance, retirement contributions, etc.).
- Consultant Fees:
  - Payments to external consultants or experts providing services to the project.
- Travel Expenses:
  - Transportation costs for project-related travel.
  - Accommodation expenses.
  - Per diem or meal allowances.
- Supplies and Materials:
  - Costs associated with purchasing necessary supplies and materials for the project.
  - Equipment
- Purchase or rental of equipment directly related to the project.

- Evaluation and Assessment:
    - Funds allocated for project evaluation, monitoring, and assessment.
- Administrative Expenses:
    - General administrative costs associated with running the project.
- Technology and Software
    - Costs related to the purchase or licensing of necessary technology or software.
- Facility Costs:
    - Rental or maintenance costs for facilities used in the project.
- Temporary Cash Assistance
    - Emergency cash assistance to beneficiaries. (IRUSA would prefer if this programming is not requested for this grant opportunity.)

Allowable **indirect costs** can include the following, with a limit of 15% of direct program costs:

- Administrative Staff Salaries:
    - Portion of salaries for personnel involved in overall administration, management, and support services.
- Office Supplies:
    - Costs associated with general office supplies and administrative materials.
- Rent and Utilities:
    - Costs related to office space, utilities, and other facilities necessary for organizational operation.
- Communication Expenses:
    - Costs for telephone services, internet, and other communication tools.
- Information Technology (IT) Support:
    - Costs related to IT infrastructure, support, and services for overall organizational needs.
- Financial Services:
    - Costs associated with financial management and accounting services.

Categories not listed can not be requested in an applicant's budget for this funding opportunity. Applicants should also review projects that will not be funded by this grant program.

RESTRICTIONS

Grant funds may not be used:
- to carry on lobbying activities.
- for partisan political activities.
- for capital campaigns or construction projects.
- to make a grant to any individual for travel, study or other similar purposes.
- to make a subgrant to any other organization.

- to undertake any activity for any purpose other than the approved charitable and educational purposes.
- To fund work focused on spreading a particular religious belief or that is limited to serving members of your organization.

APPLICATION PROCESS

Applications open for submission on Monday, April 15, 2024 and are due by Friday, May 17, 2024 at 4:00 p.m. We do suggest you submit your application a few days before in case of technical difficulties. **IRUSA will not be able to open the application past the deadline.**

Applicants should apply through IRUSA's Submittable platform, where they will select the "2024 IRUSA Domestic Grant Proposal." Sign in with an existing Submittable account or create a free account by providing a name and email address.

There are a number of items needed to establish eligibility for this grant, as laid out in this document. We highly recommend that your organization perform an internal audit of the application before submitting it. Applications will be <u>immediately denied because of dated or missing documents</u>.

Documents your organization will need for the application:
- Copy of original Letter of Eligibility issued by the IRS indicating 501(c)(3) and tax exemption status. Latest Inception Date: January, 2021.
- Full, submitted 2022 IRS 990 Returns (not Draft or Client Copies) with all schedules. 2021 990 Tax Returns will not be accepted.
- 2024 Certificate of Good Standing (not EIN letter) issued by the state where the organization is headquartered. 2023 Certificate of Good Standing will not be accepted.
- Board-approved 2024 Organizational Budget that has detailed breakdown of expenses and revenue. Please indicate anticipated and secured revenue in your budget. Do not provide transactional statements or older organizational budgets.
- 2021 Financial Audit or Review is recommended, but not required. Please do not provide older documentation.
- Name, position title, address, date of birth of the following members of the organization (This is a required item of IRUSA grant applications, no exceptions):
  - All Board Members
  - All Full-time employees
  - All Part-time employees
  - All Contractors directly related to the program.
- Demographic information on clearly defined target beneficiaries in the stated region.

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- List of the organization's services and quantitative outcomes for providing those services for 2022 and 2023.
- An up-to-date Personal Identifiable Information (PII) Policy for the organization that reflects applicable state and federal regulations.
- Programmatic Budget listing out line item breakdown of all costs associated with the implementation of the program. Please refer to Allowable Program Budget Items Guidelines for further information.
- Program Logic Frame defining societal problems and target beneficiaries. Program/project is described including key activities and outputs numbers/information about people served. Quantitative outcomes and societal impact is clearly defined.
- Implementation Plan that lays out a specific timeline and step by step plan of program implementation. Implementation plans provide milestones for proper execution.
- An active certificate of liability insurance for the applying 501(C)(3) organization. Individual policies will not be accepted.
- Documentation on relevant community partnerships with government and other non-profit organizations.
- Two 2024 Letters of Support specifically directed to apply to this current program. Please do not submit material from previous applications that are not relevant to this program.
- Media or other support items relevant to enhancing the organization's application. Items should not be more than a year old.

TIMELINE

Informational Webinar-	Wednesday, April 10th, 2024 at 3:00 P.M. (EST)
Application Opens -	Monday, April 15th, 2024
Proposals Due -	Friday, May 17th, 2024, at 4:00 p.m.
Estimated Grant Awards -	Monday, September 15th, 2024
Grant Period -	October 1st, 2024, through September 30, 2025
Program Contact -	Syeda Baig, IRUSA Grants Manager, sbaig@irusa.org

CONNECT WITH US

Office Hours - All organizations considering an application, especially first-time applicants, are encouraged to sign up for an optional 20-minute meeting with IRUSA Grant staff. These one-on-one meetings are your opportunity to learn more about the program, share your work and impact, and answer any questions you may have. Appointments are available April 8th to May 10th, 2024. Click here to schedule time with us.

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<u>Informational Webinar</u> - The IRUSA Grant staff will offer an optional informational webinar for interested applicants on Wednesday, April 10th, 2024 at 3 p.m. Register by [clicking here](#).

ABOUT IRUSA

Since 1993, IRUSA has operated in over 100 offices in 40 countries worldwide – from Afghanistan to Bosnia, Pakistan to Palestine, Somalia to Syria to right here in the United States. In addition to disaster relief, IRUSA carries out sustainable development work to provide winter aid, water, food, shelter, healthcare, education in the long-term. IRUSA also works to support orphans and children, help people into employment and build livelihoods to support their families, and protect vulnerable communities from future disasters, preventing the loss of lives and property.

Islamic Relief advocates towards building a more just and equitable society. Inspired by our faith, we campaign against a range of issues including the increasing impact of climate change, gender-based violence, and war and conflict worldwide.