



2015 NDBN FUNDS FOR CHANGE STRATEGIC INITIATIVE GRANT: MOBILE DIAPER DISTRIBUTION PROGRAM

GRANT INFORMATION AND QUESTIONS FOR PRE-SUBMISSION PLANNING

Award: \$10,000

THE PURPOSE OF THIS AWARD:

This grant supports a program that addresses the challenges of serving rural communities through the development of a mobile diaper distribution program. Funds may be used to create or expand a program utilizing a mobile diaper pantry, rural diaper cupboards, or other distribution model to provide a direct service to families in need. The Mobile Diaper Distribution Program would be capable of servicing areas where there are no diaper banks currently, or used as part of an existing diaper bank program to expand its services to underserved areas. This grant is intended to provide funds needed for a program that is already familiar with its rural community and the challenges of distributing diapers in a rural area.

In order to determine if your organization should apply for a grant, please read the criteria and allowable expenses below. **Funds cannot be used for the purchase of diapers or other basic needs being distributed through the diaper program.**

TO BE CONSIDERED FOR THIS GRANT:

1. Your organization must be an **NDBN member in good standing**:
 - a. You have provided proof of tax exempt status
 - b. You have signed and submitted a letter of agreement
 - c. You have submitted a 2014 annual report IF your organization joined NDBN in 2013 or earlier. (If you joined NDBN in 2014 or 2015, criteria c does not apply to you.)
2. Your organization must be **ALREADY FAMILIAR WITH OR SERVING** the rural community to which the diaper distribution program proposal applies. Specific knowledge of the geographic area and client community being served must be demonstrated in your proposal.
3. You must provide a budget and have existing funds matching the amount you request.
4. You must submit your proposal through the online application.

ALLOWABLE EXPENSES:

- Computer hardware and software
- Website design, development, and associated fees
- Software and app development, and tech support
- Design and printing expenses
- Postage
- Office supplies, equipment, and furnishings
- Furnishings and supplies for reception or volunteer space
- Collection bins
- Diaper repackaging/wrapping supplies
- Shelving, pallet jack, warehouse equipment
- Safety equipment and supplies
- Cost to secure warehouse leasing
- Costs to rent space for an event
- Truck rental / transportation costs
- Classes, training, or professional development
- Salary, staffing expenses
- Consultant and professional fees
- Membership fees to local, state or national nonprofit associations
- Other: Anything that will help the sustainability or growth of your program EXCEPT diapers and other basic needs distributed.

UNALLOWABLE EXPENSES:

- Diapers
- Basic need items

APPLICATION PROCESS:

The application is available online at <https://www.tfaforms.com/393141>

Download the [budget template](#).

Download the [partner agency template](#) (if applicable).

Additional information can be found at <http://nationaldiaperbanknetwork.org/funds-for-change-grants/>

REQUIRED DOCUMENTATION:

- Board Approved Budget for current year and Proposed Project Budget.
- Audit report , as available for 2014
- Letter from the Board Chair (or Board Chair of fiscal sponsor if applicable) certifying the independence of the board and the percentage of support provided by the largest single donor to the diaper bank.
- List of agencies currently receiving diapers with contact information, if applicable.
- Two letters of support from partner agencies or other professional organizations.

NOTIFICATION:

Grant applicants are notified in writing. If approved, a payout schedule and reporting deadlines will be established, and the grantee is required to sign and return its award letter to execute the grant.

2015 NDBN FUNDS FOR CHANGE MICRO-FUNDING PROGRAM GRANT APPLICATION QUESTIONS

The Grant questions that follow are for planning purposes only: This grant application must be completed online. This is a competitive grant; read all questions carefully and provide concise information about your plan.

Part One. APPLICANT INFORMATION:

Diaper Bank Name
Employer Identification Number (EIN)
Street Address
City, State, Zip Code
Website
Name of Primary Contact
Phone Number
Email Address

Part Two. BACKGROUND INFORMATION

Date Your Diaper Bank or Program Was Established

Mission Statement

Read the following descriptions and choose the term that best describes your organization's work:

___ **Diaper bank** - a standalone organization that collects or purchases diapers and regularly distributes diapers over an extended period through 2 or more partner agencies for eventual distribution to individuals free of charge. The diaper bank may also distribute other child and infant related products as part of its primary mission to address the hygiene and other basic needs of children and/or incontinent adults.

___ **Diaper program** - a program housed in a larger charitable organization, such as a food bank, service agency, or health clinic, that collects or purchases diapers and regularly distributes those diapers either through direct service free of charge or through partner agencies for eventual distribution to individuals free of charge.

___ **Diaper pantry** - a standalone organization that collects or purchases diapers for the purpose of regularly distributing those diapers directly to individuals free of charge.

Do you file a Form 990 with the IRS?

If yes, Is your Form 990 available on Guidestar?

Does your organization have a fiscal sponsor?

If yes, Does your Fiscal Sponsor file a Form 990?

If yes, Is the Form 990 available on Guidestar?

Part Three. PROPOSAL

1. Describe your organization's familiarity with serving the rural community to which this proposal applies. Include any experience or attempts in providing diapers to clients in rural areas, as well as knowledge you've gained regarding the challenges of reaching this population

2. What are the goals for the project or work to be funded?

Describe 1-3 specific goals that you would like to achieve by the end of the grant period.

3. Describe your project or plan. Outline the steps you'll take for planning, implementation and evaluation.

4. What is the timeline for project planning, implementation, and evaluation?

5. What indicators will you use to measure progress?

Indicators (or output indicators) simply show that the program is up and running. They are the aspects of the program's performance or the project's progress. Examples of indicators include numbers of diaper distributions, diaper drives, campaigns, events, meetings or trainings. You can also measure output through the number of people enrolled and agencies enlisted.

6. What are the anticipated outcomes of the program?

Outcomes are the results that your program wants to achieve. They are the aspect of change that the program focuses upon and usually a more specific form of the goal statement. Often, there is more than one way to express the outcome. How our organization chooses to measure your outcome will depend on what information you feel your organization can easily collect. Think of the smallest number of outcome measures that would "make the case" that change has occurred. For a detailed and comprehensive look at outcomes and how they can be measured:

<http://nationaldiaperbanknetwork.org/wp-content/uploads/2015/10/MeasuringOutcomes.pdf>

7. What is the target population and geographic area served by your program?

Include the geographic area, but note that a program rarely engages everybody in an area. The target population includes those people, organizations, or other types of units that the program intends to engage and affect. People targeted can additionally be described by demographic characteristics (age, gender, race/ethnicity, immigration status) and/or social and economic characteristics (income level, employment history, sexual orientation, etc.)

8. Who will be involved in the work?

List and briefly describe staffing and roles of those involved. Include any relevant existing community collaborations.

9. Provide a budget narrative of how you intend to use these funds.

(This narrative should describe the project budget you will upload and explain how the costs were estimated.)

10. Diaper banks must have one-to-one matching funds to qualify for this grant.

Please provide proof through a letter or other form of documentation that you have either cash-on-hand or commitments of matching funds of the amount requested. If the budget you submit clearly demonstrates this, you may submit a letter confirming this. Banking statements are also acceptable.

11. Describe how you would cover the costs of your program, if awarded, when the grant period ends.

REQUIRED DOCUMENTATION:

In order to submit your application, you will need to upload the following documents.

- **Board Approved Budget for current year and Proposed Project Budget.**
Please download and use the template provided. Use the first column to outline your organization's or diaper program's budget. Use the second column to record your project or proposal budget. A narrative describing your project expenses or budget is not required, but may be included if it adds clarity to your proposal.
- **Audit report as available for 2014.**
If your organization does not have an audit report to submit, please submit a document stating this.
- **Letter from the Board Chair** (or Board Chair of fiscal sponsor if applicable) certifying the independence of the board and the percentage of support provided by the largest single donor to the diaper bank. [This should be on letterhead. If it is not, include a list of your board members.]
- **List of agencies currently receiving diapers with contact information, if applicable.**
Please download and use the template provided.
- **Two letters of support** from partner agencies or other professional organizations.

ADDITIONAL INFORMATION:

Applications must be submitted online by 11:59 e.s.t. on Thursday, November 12, 2015. The Fund's grants committee will review the applications, and decisions will be announced in early December 2015.

If your organization is a previous recipient of a Funds for Change grant, please make sure that an interim or final report has been submitted. Your application will not be considered unless you are compliant with this requirement.

For information about the Fund or the application process, please contact Susan Van Ness at (203) 821-7348 ext 6 or susan@diaperbanknetwork.org.

The application, templates and additional information are available online at:
<http://nationaldiaperbanknetwork.org/funds-for-change-grants>