



## Impact Grant Application Process

DT Institute is a 501(c)(3) nonprofit organization that develops and delivers data-driven, sustainable solutions designed to transform lives and empower communities. We collaborate with partners and beneficiaries, globally implementing publicly funded programs focused on inspiring peace, stability, and prosperity. Many of the programmatic activities are supported by research projects that aim to identify lessons learned from current programming and formulate new opportunities to generate and multiply impact.

Our philanthropic strategy complements, informs, and expands these initiatives. The philanthropic grants we award are expected to advance, build, and test innovative approaches to international development. We invite nonprofit organizations, civil society organizations, academic institutions, and independent researchers that share this vision to submit a concept note that demonstrates how DT Institute funding will help your organization improve development outcomes.

### Eligibility Criteria

Eligible concept notes and applications will reflect the potential to make original contributions to the field by implementing programming or research that falls under one of DT Institute's five funds:

- **The Leadership Accelerator Fund**, which equips emerging and established leaders worldwide to make a positive difference in their communities.
- **The Peace and Stability Fund**, which works to counter drivers of radicalization, promote stability, and build systemic and lasting peace.
- **The Clean World Fund**, which addresses environmental and climate change challenges that pose a risk to global development.
- **The Prosperity for All Fund**, which advances economic opportunity for individuals and communities globally.
- **The Free and Independent Media Fund**, which improves the quality and availability of news and information to strengthen societies' resilience against disinformation.

DT Institute pursues its work through the following technical sectors, which operate through and across the issue funds detailed above, including:

- Community Stabilization
- Civil Society Development & Capacity Building
- Preventing/Countering Violent Extremism
- Rule of Law & Transitional Justice
- Peace Process Support
- Economic Growth & Private Sector Engagement
- Environment & Water
- Free & Independent Media
- Identifying & Countering the Influence of Adversarial Disinformation & Propaganda
- Freedom of Expression
- Internet Freedom & Cyber Security
- Transformational Leadership

If possible, concept notes and applications should also demonstrate a focus on one of DT Institute's geographic priorities. Please find a core—but not exhaustive list—below. This is not a requirement and concept notes from other geographies will be considered.

Our geographic priorities are as follows:

- Middle East and North Africa: Iran, Syria, Yemen, Iraq, Libya
- Sub-Saharan and Horn of Africa: Côte d'Ivoire, Nigeria, Sudan, Mozambique
- Asia Pacific: Papua New Guinea
- Europe and Eurasia: Serbia, Belarus, Ukraine, Georgia, Moldova, Hungary, Czech republic
- Latin and Central América: El Salvador, Honduras, Guatemala, Colombia, Venezuela

Concept notes and applications will be reviewed with these criteria in mind. Requests that demonstrate a commitment to quantitative, and participatory research and/or evidence-based programs and projects will be weighed favorably. DT Institute encourages innovative approaches to peace and development and will more closely consider concepts that demonstrate this.

## Grants Review Cycle

Grant requests for \$5,000 - \$15,000 will be considered on a rolling basis and applications for grant requests of \$10,000 - \$50,000 on a cyclical basis. If successful, the timeline from submission deadline to grant approval is generally one-to-three months. The submission deadlines for 2023 are:

- **January 31, 2023**
- **May 31, 2023**
- **September 30, 2023**

## Grants Application Process<sup>1</sup>

**Step 1 – Concept Note:** All interested applicants must submit a concept note to [impact.grants@dt-institute.org](mailto:impact.grants@dt-institute.org) prior to applying for an impact grant from DT Institute. Please see the application and formatting section below for additional guidance. The concept note should be 3-5-pages maximum (not including the cover sheet) and **must** include the following:

- A Cover Sheet that includes **all** of the following information: The legal name of the organization that will receive the proposed grants, contact information for organizational point of contact, which fund you are applying for, project title, a brief 2-3 sentence project summary, the amount requested, the start and end dates, how you learned of DT Institute's Impact Grants, and the project duration. The cover sheet is not included in the total page count.
- A clearly articulated project scope linked to one or more of DT Institute's five funds, as well as one or more technical sector, and an identified theory of change;
- Demonstrated relevance to existing or planned DT Institute programming (if known), and/or contribution to thought leadership in an area of DT Institute focus;
- Amount of time required to complete the project;
- Total funding sought and other funding sources—either 3<sup>rd</sup> party or cost-share—that may be contributed to the project;

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<sup>1</sup> DT Institute reserves the right to require some or all of the application elements set forth here.

- Expected partners or other parties intended to support or endorse the program if a collaborative engagement is proposed;
- Plans to publish content or conduct public workshops based on work products outlined in the project scope; and
- Registration Documentation to certify whether the applicant is registered with its country government, or if not, background documentation and credentials to establish ability to complete the proposed work.

**Step 2 – Invitation to Submit Full Proposal:** DT Institute will review all concept notes according to the eligibility criteria set forth above and notify applicants whether or not their concept is selected to move to the full proposal stage. Please be patient, as this process may take up to 2-3 months. Concept notes approved by the committee to move forward to full proposal will receive an **Invitation to Submit** via email that details the deadline for submission and documentation required for consideration as set out below.

**Step 3 – Application:** Please see the formatting and submission requirements section below for guidance on submitting the proposal. All proposals will include some or all of the following elements. A full list of which components are required for your application will be included in the Invitation to Submit:

- **Cover Sheet:** The legal name of the organization that will receive the proposed grant funds, contact information for organizational point of contact, which fund you are applying for, project title, a brief 2-3 sentence project summary, the amount requested, the start and end dates, and the project duration. (1 page max - the cover sheet is not included in the total page count)
- **Proposal Narrative:** The proposal narrative provides a complete overview of the project’s goals, activities, and timeline, and explains alignment with DT Institute’s priorities. Required sections are listed below. Please note that the page limit ranges are guidelines, however the overall narrative cannot exceed 10 pages.
  - An executive summary that demonstrates how the proposed activities relate to the strategic focus of DT Institute (1 page max);
  - A detailed technical narrative that includes the program goal, rationale, objectives, proposed activities, outcomes and outputs, country or countries of focus, monitoring, evaluation and learning activities, and a summary of key stakeholders/partners and program beneficiaries (4-6 pages max);
  - A schedule of project milestones based on the inputs, outputs, and intended outcomes and long-term impact of the work (1-2 pages max);
  - An overview of the organization that is accomplishing the proposed work, including a summary of the roles and responsibilities of staff who will work on the project and any new roles to be created or filled over the grant term (1 page max); and
  - A description of how the activity contributes to new or improved methodologies and/or advances the state of knowledge; (1 page max).
  - An acknowledgement of known risks to the work and plans to mitigate them (1/2 page max).
- **Grant Budget:** The grant budget must include the amount of funds requested from DT Institute. It should be a detailed line-item budget that encompass all grant expenses, including amounts designated for collaborators and consultants. If applicable, please share committed or anticipated cost-share, matching funds, or leveraged 3<sup>rd</sup> party contributions in separate columns. All budget amounts should be in USD. Please note that DT Institute does not fund educational costs, travel to or attendance at conferences or meetings, or capital expenses (such as building construction). Final

budgets should be reviewed by an individual with financial reporting responsibilities for the applying organization.

- **Budget Narrative:** The budget narrative should describe and justify the cost assumptions presented in the grant budget and provide more detail about all other known committed or potential funding sources, including cost-share, matching funds, or leveraged 3<sup>rd</sup> party contributions.
- **Letters of support:** We welcome and encourage the submission of letters of support from other non-profit or for-profit entities that attest to the ability of the applying organization to undertake the project work. The application may be accompanied by up to three letters of support. All letters must be submitted on the attesting organization's letterhead.

**Step 4 – Application Review and Decision Process:** Once received by DT Institute, the proposal will be considered following the application deadline stated on page 2. For example, a proposal submitted in April will be reviewed following the May 31 with an expected decision by July. The DT Institute Impact Grants Committee will rigorously review the proposal through the lens of the five issue-based funds, technical sectors, and other eligibility criteria set forth above.

You will be notified in writing if your application has been recommended for an award. That recommendation may be conditioned on receipt of additional information or documentation. No award is final or committed until all requested conditions have been met and an **Impact Grant Award Agreement** has been signed by DT Institute and the applicant.

### **Proposal Formatting and Submission Requirements**

**Formatting:** Concept notes, applications, and any corresponding attachments must be submitted electronically as both a pdf and a word document. Documents must adhere to the following formatting guidelines:

- Font: Times New Roman
- Font size: 12 point
- Line spacing: 1.15 point
- Margins: 1-inch

**Submission instructions:** Concept notes and applications must be submitted in pdf and word document form to [impact.grants@dt-institute.org](mailto:impact.grants@dt-institute.org) with the subject line “[Name of organization] – [Concept Note or Full Proposal] – [Funding Cycle deadline month, day, and year - i.e., May 31, 2022].” All documents must be submitted in English. Please note that print copies of applications will not be accepted. If the application does not contain the required sections as listed in Step 3 of this document, does not align with the formatting, or does not include all of the required supporting document(s), the submission will be deemed ineligible.

### **Appendices and Templates**

DT Institute has a sample templates for the following components that are requested for the full application process: line-item budget and letter of support. If these documents were not included in your Invitation to submit, please email [impact.grants@dt-institute.org](mailto:impact.grants@dt-institute.org) to request them.

**We are here to help. For any questions about or guidance on the concept note or application process, please contact [Sam.Stevens@dt-institute.org](mailto:Sam.Stevens@dt-institute.org).**