



The Power of Partnering
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www.stlarchs.org

ARCHS' FY2021 GRANT RESOURCES GUIDE

Area Resources for Community and Human Services

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Boulevard

St. Louis, Missouri 63103

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Our Commitment to the Funded Partner Experience

The St. Louis philanthropic community envisions a future in which grant making is relational and funded partner-funder relationships reflect strong partnerships that lead to meaningful, long-lasting, positive change for the St. Louis region. The funders and philanthropy-supporting organizations listed below are united in our intention to 1) promise the following to all potential funded partners and/or 2) support the following best practices within the field of philanthropy:

1. Communication

- **Staff Contact.** We will designate a named staff member to contact directly about your proposal/grant. Staff continuity is a priority.
- **Prompt Response.** We will provide prompt and respectful responses to all inquiries within and outside of the grant process within three business days (or notification if the staff member you are contacting is out of the office).
- **Proactive Approach.** We will provide proactive and transparent communication to support your timely and effective preparation and participation in our public processes.

2. Grant making Process

- **Timeline and Consideration.** We will provide well-defined and realistic expectations about the proposal/application process, including fair and timely consideration of all grant requests.
- **Consistency.** We will ensure the provision of consistent information about our policies and procedures, including the requirements for completing and submitting grant applications/reports and how to request support and/or changes.
- **Performance Management.** We will use performance metrics as an opportunity to learn and propose possible modifications.

3. Relationship

- **You are an Expert.** We value the knowledge and experience you bring to the partnership. We will strive to continuously learn about your organization's strategies, challenges, and the context in which you work.
- **Sharing Resources.** Whenever we are able, we will help connect you to our resources, perspectives, and approaches (as requested) to support strong programs/organizations and amplify community impact.
- **Assume Best Intentions.** We will engage with you from a perspective of learning and growing together. We will strive to create a genuine and honest relationship, assuming the best intentions of everyone involved.

Funded Partner Feedback

We also encourage funded partners to directly provide honest feedback about what is and is not working, so we can improve our own individual processes and practices. We are committed to integrating as much feedback as possible and to share with you how your feedback has changed and improved our processes.

Possible items might include:

- **Proposal/application review process**
- **Interaction with staff members**
- **Clarity of guidelines and other communications**
- **Reporting requirements**
- **Training and available resources**
- **Any other topic related to your experience that will help improve our grant making efforts**

If you would like to provide feedback to us directly, please email us at info@stlarchs.org. Your feedback will be reviewed internally and, when appropriate, you will receive a response that addresses your questions and/or concerns.

The principles in this commitment were researched, created and adopted by: ARCHS, Gateway Center for Giving, Women's Auxiliary Foundation, United Way of Greater St. Louis, Staenberg Family Foundation, Jewish Federation of St. Louis, Kranzberg Family Foundation, and Saint Louis MHB.

Strategic Support

Contract, scope of work, and budget:

Your grant contract with ARCHS outlines objectives, outcomes, responsibilities, timelines, budgets, and more. Please keep it handy throughout the contract year to make sure everything stays on track.

Reports:

Each of ARCHS' grant contracts has a scope of work that includes specific information about required reports and related budget, data, and timeline information. These reports are vital to the grant process and ensures your program information is captured to best track the outcomes being sought. ARCHS will use your reports to understand what your organization is accomplishing and to learn, along with you, about successes, variances, and challenges affecting your work.

Invoices:

Keeping financial records on track can be complicated. Please refer to the information we have provided. If you have questions, then please let us know prior to submitting your invoice.

One-on-one technical assistance:

One of the hallmarks of ARCHS is our commitment to stay in close contact with you. Please stay in touch with your ARCHS' representative via phone, email, text, Zoom, etc. so we can assist you more efficiently and effectively.

Professional development trainings:

ARCHS offers a variety of professional development trainings that may be of interest to your organization. If you have a specific training need, please let us know.

Communications and marketing:

ARCHS' extensive communications and social media network provides you with an opportunity to promote and highlight your program's successes. Please send us story and photo/video ideas to document your activities.

Program enhancement opportunities:

From time to time, ARCHS will identify educational and community resources that will provide significant programming enhancements. ARCHS will encourage you to participate and assist in implementing these enhancements. Examples may include STEM learning, arts/culture experiences, character building, health and safety programs, etc. Please bring to ARCHS' attention any program enhancements that can be scaled-up to serve as many participants as possible.

Data Informed & Data Driven

In 2020, Social Solutions Global re-awarded ARCHS a grant from the Ballmer Group. The grant will expand ARCHS' use of Social Solutions' leading case management and analytics software product, Apricot 360. ARCHS' new Apricot 360 license will assist with:

- **Creating an overall more holistic view of clients served**
- **Better monitoring of funded program outcomes**
- **Harnessing data for more comprehensive reporting and evaluation**

In 2018, Ballmer Group announced a \$59 million investment in Social Solutions Global to support the development of software solutions such as Apricot 360 that will better integrate social service agencies, schools, and community-based nonprofits with state-of-the-art privacy protections for children and families.

"To help give children a better shot at the American dream, communities, government agencies, and nonprofits touch their lives in multiple ways, yet this sector often lacks the technology to uncover life-changing insights and drive systemic change," said Ballmer Group co-founder and former Microsoft CEO Steve Ballmer. "We can do better to connect the dots and protect privacy at the same time."

Apricot 360 focuses on sharing data for increased program integration between local program organizations and educational partner school districts. The technology partnership will allow school districts and local nonprofit organizations to collaborate, share program insights, and provide 360-degree support for the students they serve to drive better student outcomes.

ARCHS has utilized Social Solutions software for the past five years, currently tracking more than 3,000 data elements related to its 30 funded initiatives. Social Solutions Global, the provider of Efforts to Outcomes (ETO®) and Apricot® Software, specializes in outcomes management software for human services, workforce, and education programs.

Invoice Glossary

Your ARCHS representative can help you clarify any budget/invoice-related issues or questions. Do not hesitate to ask them. Please do not change the invoice or create your own categories.

- **Personnel:** Wages and salaries paid to employees of your organization who are directly involved in the implementation and management of the program. This line item does not include personnel hired by any sub-contractors; those costs are included in the "Contractual" line item.
- **Fringe Benefits:** The cost of benefits paid to personnel, including the cost of employer's share of FICA, health insurance, workers' comp., and vacation.
- **Travel:** Refers to travel costs of personnel that are reasonable and necessary to effectively manage and carry out program activities. This line item does not include travel expenses of any sub-contractors, which are included in the "Contractual" line item.
- **Equipment:** Refers to non-expendable personal property that has a useful life of more than one year and a per-unit cost of \$5,000 or more. Shipping, delivery, and installation, if necessary, are a normal part of the cost of equipment and should be included in the budgeted amount.
- **Supplies:** All consumable materials costing less than \$5,000 per unit; includes food/beverage and other goods such as copy paper, pens and pencils, computers; any materials needed to conduct training, etc. Shipping and delivery are a normal part of the cost of supplies and should be included in the budgeted amount.
- **Contractual:** The cost of any contract or sub-grant agreement.
- **Construction:** The cost of new construction or major renovation associated with a program.
- **Other:** Direct costs that do not fit any of the aforementioned categories, such as rent for buildings used to conduct programs, utilities, leased equip., etc.
- **Indirect Charges:** Costs that aren't directly associated with this program. **DO NOT** use unless directed to by ARCHS.
- **Annual Donated Space:** Space that is available for use for the ENTIRE YEAR at no expense to your program and should be calculated as square feet.
- **Value of Additional Donated Space:** Any other space (such as a special event or meeting) that is used for free or at a reduced cost. This calculation should be based upon the amount that your organization would've had to pay to use a similar space at full price.
- **Value of Donated Services:** Professional services (accountant, caterer, contractor, IT support, etc.) that were provided free of charge or at a discounted rate. In the case of a discounted rate, you should claim the difference between what you were charged and the total non-discounted bill.
- **Donated Volunteer Hours:** Includes any unpaid service provided to program that is NOT a professional service (see above). Includes parents helping at events, people reading to students, chaperones, etc.
- **Value of Donated Items:** Includes the value of any items donated to your program. The value of donated items should be based upon IRS guidelines. You could use an online resource such as *ItsDeductible* (<http://turbotax.intuit.com/personal-taxes/itsdeductible/index.jsp>) to calculate the value of donations.

Communications

Visits by ARCHS:

ARCHS' representatives conduct on-location and virtual site visits to your funded program. These visits provide support, guidance, and strategic technical assistance.

Required Reports:

Each of ARCHS' grant contracts have a scope of work, which includes specific information about required reports and related budget, data, and timeline information. These reports are vital to the grant process and ensure your program information is accurately being captured in order to track the activities and outcomes being sought.

Face to Face & Virtual:

There's nothing like one-on-one meetings to stay in touch. Your ARCHS' representative and other ARCHS' staff members will be meeting with your team on a frequent basis face-to-face, and virtually as circumstances merit. As well, you will be invited to participate in ARCHS' events to showcase your work.

Public Relations & Marketing:

ARCHS has several communication vehicles that can help you publicize your program's successes and milestones. Make sure you proactively inform your ARCHS representative about photo opportunities and stories connected to your ARCHS' grant.

Submit Your Stories, Photos & Videos:

You can easily send us your story ideas, photos, and videos via this link:

<http://sgiz.mobi/s3/26093e7ed403>

Please tag us at @stlarchs on your social media posts concerning your ARCHS' funded programs!

ARCHS' Media Platforms:

- **ARCHS' Newsletters**
 - Distributed monthly (sign up at info@stlarchs.org)
- **ARCHS' Website**
 - stlarchs.org
- **ARCHS' Facebook, Twitter, LinkedIn, Instagram, and Pinterest Accounts**
 - [stlarchs](#)
- **ARCHS' YouTube Videos**
 - [stlarchs](#)

Co-Branding

- Refers to section #14 of contract (see below)
- ARCHS will provide technical assistance to assure adherence and support.
- Goal to begin relationship between ARCHS' communications team and the Funded Partners communications team.
- Downloadable logos are available on ARCHS' website:
 - <http://www.stlarchs.org/grantee-info.html>
- Funded partner will have one month from signing to add ARCHS' logo to their appropriate materials (where they list their other funders – websites, letterhead, marketing items for the funded program, etc.).
- Your ARCHS representative will be available to provide assistance as needed for logo use, and other items noted in section #14.
- Invoice payments may be delayed if appropriate materials are not updated.

Contract Section #14

Branding: Related to the programs funded by ARCHS under this Agreement, the Funded Partner agrees to:

- a) Adhere to ARCHS brand standards and logo usage guidelines.
- b) Recognize ARCHS partnership in public statements (e.g., interviews with media, PSAs, community presentations, speaking engagements, etc.).
- c) Display ARCHS' funding certificate in public area of Funded Partner's primary office.
- d) Obtain ARCHS' approval of PR/marketing (paper or electronic) materials (including all content and artwork).
- e) Promote the funded program via social media and tag ARCHS (stlarchs) in the post (Facebook, Twitter, etc.).
- f) Inform and coordinate with ARCHS regarding any media/press activities (newspaper, TV, radio, social media, etc.).
- g) Maintain and keep on file any ARCHS' media release forms (for pictures, videos, audio, etc.) If Funded Partner creates media independent of ARCHS related to funded program, the Funded Partner is responsible for obtaining separate consent.

Logo Usage

As part of your grant contract (section 14), you are required to credit ARCHS as a funder through any electronic and print communications materials related to the funded program. Please follow these guidelines on the appropriate use of ARCHS' logo:

Funding Partner



Funding Partner

Download logos at: <http://www.stlarchs.org/grantee-info.html>

Logo use guidelines:

- Do not alter the fonts, colors, or appearance of the logo. A grayscale version can be used on black and white materials.
- Never use the logo sideways, upside down, or placed within a shape.
- Preserve proportions as you resize the logo – don't stretch or squeeze (maintain the aspect ratio).
- Maintain white space around the logo equal to the approximate width of the inner black circle.
- There are two versions of the logo available (vertical and horizontal formats).

Link logo on web or electronic materials to:
www.stlarchs.org

Written form example:

*Example: Gateway Advocate's Children's Program is funded and supported by ARCHS.
(www.stlarchs.org).*

On social media, use:
stlarchs (# @)



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ARCHS' Media Release Form (Adult)

ARCHS provides this media release form in connection with its efforts to promote its programs in order to assist in securing additional funding, resources, and expertise.

I grant to ARCHS the right to take and use photographs, audio recordings, videos, and online communications (including Zoom) of me in connection with my experiences with ARCHS.

I authorize ARCHS, its assigns and transferees, and all persons acting under its permission or authority, to copyright, use, and publish the same in print and/or electronically.

I agree that ARCHS may use such photographs, audio recordings, videos, or online communications for any lawful purpose including, but not limited to, marketing materials, newsletters, websites, social media, and/or any other advertisements or promotions ARCHS may decide to develop, now or in the future.

I hereby release and discharge the above, its assigns and transferees, and all persons acting under its permission or authority, from and against any liability that may occur in the taking of photographs, audio recordings, and videos, or reproductions of the finished products.

I certify that I am over the age of 18, I have read the above release, and I fully understand its contents:

I CONSENT

I DO NOT CONSENT

Signature:

Printed Name:

Date:



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ARCHS' Media Release Form (Minors)

ARCHS provides this media release form in connection with its efforts to promote its programs in order to assist in securing additional funding, resources, and expertise.

I, as the parent or guardian, grant to ARCHS the right to take and use photographs, audio recording, videos, and online communications (including Zoom) of my minor child (under the age of 18) in connection with the child's experiences with ARCHS.

I authorize ARCHS, its assigns and transferees, and all persons acting under its permission or authority, to copyright, use, and publish the same in print and/or electronically.

I agree that ARCHS may use such photographs, audio recordings, videos, or online communications for any lawful purpose including, but not limited to, marketing materials, newsletters, websites, social media, and/or any other advertisements or promotions ARCHS may decide to develop, now or in the future.

I hereby release and discharge the above, its assigns and transferees, and all persons acting under its permission or authority, from and against any liability that may occur in the taking of photographs, audio recordings, and videos, or reproductions of the finished products.

I certify that I am the legal parent/guardian of the child listed below, I have read the above release, and I fully understand its contents:

I CONSENT

I DO NOT CONSENT

Parent/Guardian Signature: _____

Parent/Guardian Printed Name: _____

Minor Child's Name: _____

Date: _____