

Catalyst Fund Application Process

Preliminary Conversation (Recommended)

Peter Kramer, the Catalyst Fund Manager, is available for initial phone conversations with potential applicants to discuss their collaboration concept; preview Catalyst Fund criteria, policies and procedures and, as appropriate, offer guidance on next steps to consider in the decision to submit an application. To speak with Peter, please call 617-204-9772

Letter of Interest

To begin the Catalyst Fund application process, please submit a letter of interest of no more than two pages in length to include the following information:

- A brief description of the collaborating partner organizations involved
- A description of the proposed collaboration to include overall objective of the collaboration and current stage of development and/or activities
- An articulation of the kind of technical assistance support sought from the Catalyst Fund
- Any additional information that will amplify our understanding of the unique circumstances of the proposed collaboration

All letters of interest to the Catalyst Fund should be signed by the executive directors of all collaborating partners and submitted electronically to catalystfund@nffusa.org. After we receive and review a letter of interest, the Catalyst Fund will follow up with participating nonprofits to discuss the letter, request further due diligence materials, and talk about next steps for the application process.

Due Diligence Request List

After reviewing a Letter of Interest, the Catalyst Fund manager will discuss with the collaborating partners which of the materials listed below will be required to complete an application. Where applicable, each collaborating partner will be asked to submit these materials. (Please note that the starred items will be requested from all applicants, regardless of the nature of the collaboration proposed)

- Narrative to further describe the proposed collaboration and/or technical assistance need
- Description of up to five intended outcomes of the collaboration that will provide evidence of the collaboration's success and the metrics associated with those outcomes to track progress*
- Documentation of Board resolution to pursue proposed collaborative venture*
- Copy of IRS 501(c)3 letter
- Three years of financial statements (audits preferred, if available)*
- Current fiscal year's budget*
- Current organizational chart
- List of current Board members*
- Any existing documents, consultant deliverables, or other information pertinent to the proposed collaborative venture

In-person Meeting prior to Advisory Board Review Meeting

After all due diligence materials have been submitted, reviewed and clarified, as may be necessary, the Catalyst Fund Manager will meet with the appropriate leadership and/or staff of the collaborating nonprofits to ask questions related to the application and develop a more complete understanding of the collaboration, its objectives, and the technical assistance need.