

# Musgrave Multi-Year Impact Grants: Keys to Housing

*The Jeannette L. Musgrave Foundation*

The Community Foundation of the Ozarks is proud to provide the grant administration for the Jeannette L. Musgrave Foundation, managed by U.S. Bank Private Wealth Management. On behalf of the Musgrave Foundation, the CFO distributes grants through several programs each year, with the Musgrave Foundation Distribution Committee making recommendations.

The Musgrave Foundation supports engagement in long-term, high-impact philanthropy by making available the opportunity for agencies to apply for larger-scale, multi-year grants. The Musgrave Multi-Year Impact Grant Program establishes long-term funding to have significant impact on challenges in the Springfield-Greene County region. Focus areas on this grant program will be established each year factoring Mrs. Musgrave's focus areas and emerging community needs.

**This program launches its fourth year with the “Keys to Housing” focus area.**

**The Musgrave Foundation seeks to fund programs which provide impactful, long-term solutions to the lack of affordable housing options in the five-county Springfield, Missouri metropolitan statistical area (MSA). This program encourages applicants to propose solutions to long-term affordable and safe housing opportunities for low-income families in the Musgrave Foundation service area.**

**Total budget: \$250,000 will be dedicated to this effort in 2025; up to \$750,000 over a three-year effort may be used.**

## **Eligible organizations:**

- Lead applicant agencies must be nonprofit 501(c)3 organizations, government entities, school districts or tax-exempt faith-based organizations.
- Primary applicant organizations must currently provide housing support in the Springfield, Missouri MSA (Greene, Christian, Dallas, Polk and Webster counties).
- Eligible proposals must primarily focus on Greene County but can include work occurring in the Springfield, Missouri MSA.
- Proposed annual requests cannot represent more than 25% of the organization's annual budget.
- Eligible agencies must not be current recipients of another Musgrave Multi-Year grant program (Student Citizenship or Opportunities to Thrive).

## **Priority concepts:**

Ideal agency applicants to this program provide long-term housing solutions and services to low-income communities in the Springfield MSA. For this grant program, projects providing short-term and emergency shelter are not eligible.

Examples of potential grant proposals include:

- Construction of additional or renovation of existing affordable housing units.
- Accessibility improvements to affordable housing units.
- Education programs related to existing affordable housing resources and programs
- Policy and advocacy efforts directed toward increasing access to safe, affordable housing
- An emergency fund for families facing displacement

**Max request from one proposal:** \$100,000 per year for up to three years

**Proposal timeframe options:** Agencies may propose single-, two-, or three-year initiatives.

**Request amount by year:** Proposals may request different funding amounts each year in a multi-year request, totaling no more than \$100,000 in any one year.

**Nondiscrimination policy:** In awarding grants, the Musgrave Foundation will not discriminate on the basis of race, color, sex, religion, national origin, age, ability, sexual orientation, gender identity or veteran status. As part of the grant process, all grantees will be required to affirm that, in providing services funded in whole or in part by a Musgrave Foundation grant, the grantee will not discriminate on the basis of race, color, sex, religion, national origin, age, ability, sexual orientation, gender identity or veteran status either in its employment practices or in its policies and procedures concerning access to services.

**Grant process timeline:**

Date	Event
Feb. 20, 2025, 5:00 p.m.	Concept letters due
On or before March 26, 2025	The CFO notifies finalists
April 28, 2025, 5:00 p.m.	Finalist full proposal deadline
April 29 – May 30, 2025	Committee review of full proposals
Mid-June 2025	Grant announcement event

**Concept Letter Phase**

The first phase of this grant program has been launched with a call for concept letters.

Concept letters may be no longer than two pages in length and are due to the CFO by 5:00 p.m. on Feb. 20, 2025.

The Musgrave Foundation Distribution Committee will review proposals and contact agencies for any relevant follow-up questions by March 26, 2025.

Concept Letters must be submitted via the CFO’s Grant Interface site:

<http://www.grantinterface.com/Process/Apply?urlkey=cfozarksgrants>

**Details required in concept letter:**

- Key contact for proposal: This contact must be available for discussions of proposal in person at the Community Foundation of the Ozarks (scheduled at a mutually agreed upon time)
- Brief description of grant proposal
- Brief description of applicant organization's current programming related to housing for low-income communities
- Direct relationship between proposed program and grant program focus area
- Proposed or anticipated partners in initiative (including potential consultant partners, if established)
- Time outline of proposal: One-, two-, or three-year proposal
- Total request amount (if multiyear, outline request amount per year)

**Full Proposal Phase**

Concept letter finalists will be notified of the status of their request by March 26, 2025. Finalists will be invited to move to the next phase of the proposal process by providing a full proposal to the Musgrave Foundation Distribution Committee. This phase of the grant program will occur by invitation only.

Full proposals are due to the CFO by 5:00 p.m. on April 28, 2025. The maximum page length for full proposals is 10 pages (including executive summary). The full proposal must be submitted as a PDF via our online grant portal:

[http://www.grantinterface.com/Process/Apply?urlkey=cfozarksgiants.](http://www.grantinterface.com/Process/Apply?urlkey=cfozarksgiants)

Proposal interview process will occur in May 2025, and grant recipients will be announced in mid-June 2025.

**Details Required in Full Proposal:**

**EXECUTIVE SUMMARY**

Provide a one-page executive summary within the full proposal:

- Brief description of proposal, timeframe and any key details
- Include contact information for all key partners and team members

**PROPOSAL DETAILS**

Provide the following details as part of the full proposal document:

- Organizational mission/relevant history
- Describe the proposal
- Need statement: Why is this project important/needed? Who will benefit from this endeavor?
- Engagement of communities impacted: How will individuals impacted by your proposal be engaged in the decision-making process for the program?
- Board engagement: How will your board of directors be engaged in this process?
- Partners: Describe any funding or program partners
- Milestones and timeframe goals: What goals are a priority, and what timeframe will be used to achieve these goals?

## **BUDGET DETAILS**

Include the following information as part of the full proposal document:

- Proposed budget: As a component of the proposal, provide a PDF outlining major budget components. If multiyear, the proposal must include a section for each year of the proposed effort with the total amount per year and total amount of entire project clearly outlined.
- Who else is engaged in funding this project?
- If making a capital request, provide the total budget for the project and Musgrave Foundation's part in it.

## **Annual Reporting Process**

Annual reports from selected grant recipients must be provided each year for multi-year projects no later than May 1. The Musgrave Foundation Distribution Committee will review annual reporting to determine next year's funding request. This report will require key details on the progress of the original proposal's milestone and timeframe goals and an updated budget including all Musgrave grant expenses. Annual reporting must be no more than 10 pages and include the following details:

- Executive summary covering the progress of the program
- Contact information for all key partners/team members
- Updated project description: Describe the progress of the project in its current phase
- Details on the engagement of communities impacted: How has this project engaged impacted communities in the ongoing decision-making process?
- Partner update: List agencies engaged in partnerships, with updated information on any new partnerships or any lost partnerships over the course of the last year
- Board engagement: How has the board engaged in the work thus far?
- A full update of all milestones and goals and progress on those goals
- A full description of future milestones and goals for the next year

- Past year budget: Provide a summary of current progress in the first year's budget (accounting for the 11-month timeframe may be factored as well)
- Update on all other funding partners, if applicable
- If capital request, updated total budget for project and Musgrave Foundation's part in it