

## Frequently Asked Questions (FAQs): Nonprofit Sabbatical Program

(Updated August 2021)

***Can anyone apply?*** The Foundation is looking to support Colorado-based 501(c)(3) nonprofit leaders, more specifically executive directors, CEOs or tribal administrators of a nonprofit organization who have served at least three years in current executive role (five years preferred) and have at least seven years' experience in an executive leadership role within the nonprofit sector.

***What if an executive director has less than five years in current role?*** A strong applicant will have served at least three years in current executive role, with a preference for five years. Executive directors have the opportunity to include in the application how they have demonstrated leadership in the nonprofit sector beyond their current role. This includes other roles in the nonprofit sector as well as community contributions such as engagement on boards, committees and through volunteering.

***What if an executive director does not meet the requirements for seven years' experience in an executive leadership role within the nonprofit sector?*** Applicants for the program are expected to meet this eligibility requirement.

***Does it matter when I apply?*** The deadline to submit an application for the third cycle of the Nonprofit Sabbatical Program is Monday, Friday, Jan. 7, 2022 at 5 p.m. MT. Foundation staff will not review applications until after the application deadline.

***Can an organization with a mix of full-time and part-time employees – who may add up to three full-time employees (FTE) – still apply?*** Yes.

***Will the Foundation fund a 501(c)(3) organization that is headquartered outside of Colorado?*** We support organizations that have programs and services that work to bring health in reach for all Coloradans. We require that these organizations are headquartered in Colorado and that executive directors have residence in the state.

***Will the Foundation fund a 501(c)(4)? If no, why not?*** No. Our guidelines indicate we will only fund 501(c)(3) organizations. Part of this distinction is related to the fact that we are unable to support lobbying activities that are often a primary activity of 501(c)(4) organizations.

***Are applicants expected to provide health-related services in order to be eligible?*** The Foundation has a broad, holistic view on health as we recognize there are countless factors in our daily lives that influence our health. We ask that applicants and their organizations work in service of bringing health in reach for all Coloradans, and align with the cornerstones for how we work. If you're not familiar with the Foundation, [our mission](#) and [how we work](#), we encourage you to [visit our website](#) to learn more.

***Can you tell me a little bit more about the eligibility criteria for organizations to serve at least 50% of individuals living on low income?*** [The Foundation's cornerstones](#) are designed to ensure that all we do has an impact on the people, families and communities in our state for whom health is furthest from reach. Our cornerstones are at the heart of how we work, and that which we expect from our partners. We only engage in opportunities that prioritize these three cornerstones:

1. Serve Coloradans who have less power, privilege and income, and prioritize Coloradans of color;
2. Intend to create health equity; and
3. Are informed by community and those we exist to serve.



***Can you tell me a little bit more about the eligibility criteria for an organization to provide at least 60% of services and programming in Colorado?*** The Foundation's mission is to improve the health of all Coloradans. We are focused squarely on advancing health and health equity for individuals, families and communities within the state, and we are interested in engaging with organizations whose work directly impacts Coloradans.

***Who is the technical assistance (TA) opportunity available for and what is included?*** TA is available to both interested applicants and awarded grantees of the program. Our TA provider, Carolyn Love with Kebaya Consulting, is available for direct consulting/referrals with applicants and grantees of the program. We encourage all interested applicants to reach out to Carolyn Love by [email](#) or by phone at 303-438-0953 to discuss the program in more detail.

***Does the Foundation have expectations for how the three-to-four month sabbatical is spent?*** We have no say in how the sabbatical is spent, and encourage folks to really step away to relax, rest and rejuvenate so they return to work with fresh ideas that advance the important work they do. We will provide up to \$20,000 for sabbatical activities (e.g. personal activities such as travel or professional development) and ask that applicants outline their plans in the grant application.

***Can you tell me a little bit more about the timeframe for taking the sabbatical?*** Our guideline is that grantees take their sabbatical within 18 months of receipt of the award. In the application, we ask applicants to share a general idea of what they would like to do during their sabbatical, and many previous applicants have identified an estimated timeframe for when they would take it. There is flexibility from what is included in the application to what plans are finalized once awarded.

***Can you tell me a little bit more about the executive-in-residence portion of the program?*** This key activity of the program requires a one-month executive-in-residence at The Colorado Health Foundation in Denver, Colorado. The executive-in-residence opportunity will be co-created and will promote co-learning between the awarded grantee and Foundation leadership and staff.

The executive-in-residence is a one-month long commitment, and the grantee is expected to participate in the executive-in-residence during the three-to-four month period of uninterrupted leave from their organization. It is up to the grantee if they would like to do the executive-in-residence at the beginning or end of their sabbatical.

***What if I have questions on how to design the interim leadership bench given the makeup of my organization?*** We ask that you [connect with our TA provider](#) to start a conversation on how you might approach your leadership bench in your absence and how you might design an interim leadership plan. Our TA team is a great resource for you to lean on for questions around the organizational capacity building plan as well.

***Can you share more about what program alumni activities may entail?*** Alumni activities for the program grantees are yet to be determined, but will likely involve opportunities for alumni to help inform how the program takes shape over time. We anticipate this will double as an opportunity for grantees to come together as thought partners to network and think about what the nonprofit sector needs at the executive level.

***What makes for a strong application?*** We ask that you review the [eligibility requirements](#), [sample application](#) and [connect with our TA provider](#) for more in-depth information on how we will be making decisions on awarded grantees.



***Does the executive director receive the grant, or is it received by the organization they serve?*** The grant is made to the organization directly, and the organization disseminates sabbatical funds directly to the executive director. We encourage all applicants to speak with a tax advisor prior to applying for a complete understanding of possible tax implications.

***Do expenses of any type need to be documented for any reporting requirements (ie, we don't require itemized receipts, but recommend expenses be tracked consistent with program budget line items... do we need evidence of the latter?)?*** This is up to the grantee organization and their internal policies related to expense tracking. The Foundation does not require grantees to submit a formal financial report at the end of the sabbatical grant period.

***Does the Foundation require reporting on this grant?*** Within six weeks of the conclusion of the sabbatical, the sabbatical grantee must submit a short, informal report and/or schedule a debrief meeting with the Foundation. The report should describe how the sabbatical grantee spent the sabbatical time, the experience of returning to work, and reflections on the impact of the experience of the grantee, the organization and its staff.

***How will you determine how much funding awarded recipients receive?*** Applicants will be able to apply for a range of funding under each of the three core areas of the program: (1) grantee executive to take three-to-four month hiatus for sabbatical activities, (2) grantee interim leadership needs (individual and/or a team) and (3) grantee staff capacity building needs. A [sample grant application](#) is available for download. We encourage interested applicants to review our grant application, which includes sections applicants must complete that will help to inform our decision-making about how much funding is awarded.

***When will interviews take place?*** Interviews for the program will take place in the spring of 2022.

***When will the awards be made and when will awardees be expected to begin the program?*** The review period will begin immediately after the application period closes on Friday, Jan. 7, 2022. Decisions will be made thereafter and up to five awardees will be announced in the summer of 2022. Awarded recipients will be expected to complete their sabbatical within 18 months of receipt of the award.

***Will this program be open again?*** Yes. We plan to continue the program beyond the third cycle and expand it as we learn more through its implementation.

