

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

*(Updated November 2020)*

### ***Can anyone apply?***

The Foundation is looking to support Colorado-based nonprofit leaders, more specifically executive directors, CEOs or tribal administrators of a nonprofit organization who have served at least five years in current executive role and have at least seven years' experience in an executive leadership role within the nonprofit sector.

### ***Does it matter when I apply?***

The deadline to submit an application for the Nonprofit Sabbatical Program is Monday, March 15 at 5 p.m. MT. Foundation staff will not review applications until after March 15.

### ***What if an executive director has less than five years in current role?***

This is a recommendation, not a requirement. 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.

### ***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 are looking to 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.

### ***Who is the technical assistance (TA) opportunity available for?***

TA is available to both interested applicants and awarded recipients of the program. Our TA provider team, consisting of Carolyn Love with Kebaya Consulting and Brian Kellaway with Nonprofit Finance Fund (NFF), will be available to directly consult applicants and their organizations on developing a strong application as well as to consult awarded recipients on key activities included in 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., professional development; travel; personal activities) 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 recipients and Foundation leadership and staff.

The executive-in-residence is a one-month long commitment in which the grantee is headquartered in Denver. 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 defines a “silent return”?***

A silent return to the organization after your sabbatical has been taken is one that is unannounced so you can have time to catch up on email or perhaps take debrief meetings to get a sense of how things are before you actually show up in-person or start attending meetings again.

***What makes for a strong application?***

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

***For financial expenditures, is there an expectation they be reported back to the Foundation in the informal report submitted after the executive director returns?***

Yes, we think this would be the time for them to report back on the sabbatical program line items of the budget template.

***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?)?***

Yes, I would think this would be the time for them to report back on the sabbatical program line items of the budget template.

***Why is it important that an applicant have a demonstrated financial assistance need during the sabbatical?***

We want to be sure that we're supporting organizations who might not naturally have the financial ability to allow an executive director or CEO to take a sabbatical on their own. We recognize that organizations with smaller budgets or a higher need for financial assistance during a period of time like this could be in higher need of a grant of this nature than organizations with less need for financial assistance.

***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 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? How will interviews be conducted for program applicants given the pandemic?***

Interviews for the program will take place over the summer of 2021. We anticipate that interviews for the program will be conducted virtually.

***When will the awards be made and when will awardees be expected to begin the program?***

Applications for the second cycle of the program are now open through March 15, 2021. Decisions will be made thereafter and a total of two to three awardees will be announced in the fall of 2021. 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 second cycle and expand it as we learn more through its implementation.



The Colorado Health Foundation™