RF Catalytic Capital, Inc.
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rfcatalytic.org

RF Catalytic Capital, Inc. (RFCC)

Grantee Guide

About RFCC

RF Catalytic Capital, Inc. (RFCC), the affiliated public charity of The Rockefeller Foundation allows social innovators, impact investors, and governments to combine their financing toward shared ventures and projects. We provide the support and core infrastructure – legal counsel, IT, finance, award management, and program management – that enables project innovators to focus on implementation and scale.

Systems

Grantee Portal

Within the Grantee Portal, grantees can view open and closed grants, submit deliverables on open grants, view payment status, and submit returns to RFCC. Access to the Grantee Portal is provided to individuals identified as grant participants on the Pre-Grant Questionnaire. **Grantee staff will not see every grant for their organization in the Portal -- only grants that they, individually, hold a role on.**

Tipalti

Grant Payments are facilitated via Tipalti, a third-party global payment automation service. All organizations and individuals receiving funds from RFCC will receive an invite to Tipalti's Supplier Hub Portal to provide their banking information and tax information (W8/W9). Payment cannot be remitted by RFCC until Tipalti identifies the Payee organization as Active and Payable.

Tipalti will only allow one registered user per organization.

- RFCC will send the Tipalti registration link to the banking information contact identified on the Pre-Grant Questionnaire.

Tipalti only allows for one registered bank account at a time.

- If your organization has more than one bank account it is your responsibility to ensure that the account details in Tipalti are correct.

Tipalti allows grant recipients to select a preferred currency for receiving their funds.

- Electing to receive funds in a currency other than USD may cause you to incur transaction fees and currency exchange loss which will be charged against the budget of your grant.

Grantmaking Process and Required Documentation

Grantmaking Process

RFCC Grantmaking is driven in 3 stages: Pre-award, Award, and Post-award.

Pre-Award

During the Pre-Award stage, RFCC program teams will work with prospective grantees to assess the prospective grant activity, deliverables, payment schedule, and will conduct due diligence on the prospective grantee, including to determine if they have the appropriate financial health and capacity to manage the grant award.

Award

The Grant will be reviewed internally by RFCC's Award Management and Legal teams. The output of these reviews may require that prospective grantees rework their proposal or budget, provide additional materials to support the due diligence process, or potentially, rework the grant activity due to legal concerns. Once any such matters are resolved, a written grant agreement is finalized and executed between RFCC and the grantee.

Post-Award

During the post-award stage, the grantee must adhere to all reporting requirements, providing formal and informal updates contemplated as a part of the grant activity. The grantee will receive scheduled grant payments via Tipalti, after the submission and approval of any required deliverables or reports in the Grantee Portal.

Required Documentation

- Proposal
- Budget
- Pre-Grant Questionnaire (Provided by RFCC)
- Incorporation documents
- Tax Determination Letter
- Form-W9/Form-W8
- Most Recent 990 (if applicable)
- Fiscal Sponsorship Agreement (if applicable)
- Most recent audited or unaudited financial statements
    - A-133 audit if the organization expended > $750,000 in U.S. government funding
    - If your Audit is >1 year old
        - Also submit your Income Statement and Balance Sheet as of year-end.
    - If you do not have an Audit
        - Submit Income Statements and Balance Sheets as of 12/31 as of year-end and as of the most recent quarter (March 20, June 30, September 30).

Depending on the results of RFCC's due diligence analysis we may request additional documentation or schedule a call to discuss high risk items identified and how the grantee will mitigate the issues identified. Such calls are reserved for high-risk items in which a group call would be more efficient than an extended email chain.

Grantee Guidance

Grant Agreement Template

The form of agreement used will be RFCC's grant agreement.

Grantmaking Timeline

RFCC strives to award grants within 60 business days of receiving the grant intake materials. This timeline can be extended due to:

- Complexity of the grant activity
- The physical location of the grantee or grant activity
- Some countries have regulatory requirements that will delay the deployment of funding that originates outside of that country.
- Issues spotted while conducting due diligence
- Grantee responsiveness.
- Completeness of the initial grant application.

Grantmaking Timeline (Start to End Date)

Grants must start on the first day of a month and end on the last day of a month. Grants that are being developed should have a realistic future start date. Grantees may not incur expenses before the grant has been awarded. RFCC has no obligation to support expenses incurred before the start of the grant.

Grant Amount

RFCC will only award Grants in United States Dollars (USD). International grantees are responsible for the conversion of their funds into their preferred currency and any fees or shortfall that occur as a result of the conversion.

Grant Purpose and Use

Our grants are solely for charitable purposes. RFCC funds organizations that align with RFCC project strategic objectives.

Charitability

As a tax-exempt 501(c)(3) public charity, RFCC's grants must be dedicated solely for charitable purposes.

No Electioneering

RFCC is a nonprofit organization and operates in a nonpartisan manner. Grant funds may not be used for electioneering or political campaign intervention which is to participate in or intervene in (including the publishing or distributing of statements) any political campaign on behalf of (or in opposition to) any candidate for public office.

Government Officials

RFCC will not support any expenses for U.S. or International government employees or officials. E.g., Travel, Lodging, Meals, Convening registration fees

Compliance with Laws

Grant agreements require grantees to comply with all applicable laws including but not limited to laws governing political activity, lobbying, interactions with government officials, anti-corruption, and data privacy and security. Certain grants agreements may require additional specialized legal terms based on the project and grant funding.

Overhead/Indirect Costs

Prospective grantees are encouraged to budget for all direct project costs. RFCC will generally support indirect costs according to the following guidelines:

• U.S charities • Non-U.S. charity equivalents • Non-U.S. educational institutions • International Organizations by Executive Order (e.g. United Nations agencies)	**Up to 20%** RFCC may exercise discretion to provide a lower rate.
• U.S educational institutions • Governmental Entities	**Up to 15%** The maximum allowable.
• For-profit entities • U.S. non-charitable tax-exempt entities • Non-U.S. organizations not found to be a charitable equivalent as evidenced through an equivalency determination	**0%** No overhead permitted.

RFCC is a public charity and thus is not obligated to match the overhead rate that a potential grantee may have negotiated with the federal government (referred to as the Negotiated Indirect Cost Recovery Agreement, or NICRA rate).

Amendments

Grant Amendments can be requested due to unanticipated delays or hardships. Amendments required a written signed agreement detailing the new terms of the grant. RFCC generally allows the following types of amendments:

- Extension to the end date
  - Requests to amend the end date of a grant or contract must be submitted 30 days before the exiting end of the award.
  - Interim Narrative and Financial reports may be requested before an extension is approved.
- Modifications to the deliverable or payment schedule;
- Changes to permit the reallocation of more than 20% of a budget category(ies);
- Changes to a grant budget involving the addition of new budget lines;
- Changes to allow the use of funds for a related purpose not covered in the budget;
- Any material changes to grant activities.
- Addition or removal of budget line items
- Increase grant/contract amount
  - RFCC awards can only be amended to be increased by a total of 10% of the award amount, up to $100,000 over the lifetime of the award.
  - Increase amendments should be used to cover unexpected or opportunistic costs associated with the original grant activity.
  - Grants cannot be increased to cover Year 2 activities or follow-on grants.
- Changes to the boilerplate language of an agreement
  - Ex. A grantee's tax status changes requiring an update to the tax status provision of the grant agreement.