

# Capacity Grant Program - 2017

## Capacity Grants – Grants Process:

Application questions available by	<b>July 24, 2017</b>
On-line application available by	<b>August 11, 2017</b>
Application deadline	<b>September 11, 2017</b>

**Please view limitations and restrictions to learn more about organization and project eligibility.**

In advance of the opening of CFWM's on-line grant application, below is a preview of Capacity Grants application questions.

## Organization Details:

- Contact information for the organization as well as for the organizations top executive.
- Count of number of full-time employees.
- County of number of part-time employees.
- Count of number of regular volunteers.
- Description of organization (120 words max).
- Fiscal year timeframe.
- Size of current fiscal year operating budget.

## Project Information:

- Project Title (10 words max)
- Percentage of Project Benefiting Hampden, Hampshire, Franklin Counties
- Project Start and End Dates
- Total Project Budget
- Amount of funding being requested from Community Foundation
- Project Summary (100 word max) - briefly describe your project and its significance to the organization.
- What is the primary sector this project ultimately benefits in the Pioneer Valley (select from drop-down list).
- Which capacity area(s) from the CFWM Capacity Building Framework have you identified for the basis of your Capacity Grant request? (drop down, multiple choice)- Leadership Capacity, Operational Capacity, Management Capacity, Adaptive Capacity.

If appropriate:

- Population served (select from drop-down list)
- Age group (select from drop-down list).
- Ethnicity (select from drop-down list).
- Gender (select from drop-down list).

**Narrative Responses:**

- Please describe the planning process that was used to identify your organization's capacity needs and to develop a Capacity Grant application? (300 words max).
- Please explain your organization's readiness and ability to successfully undertake this project (300 words max).
- Need for Project (350 word max).
- Project Plan (350 word max).
- Personnel (150 word max) – qualifications and roles of personnel associated with the project's implementation.
- Program Outcomes (200 word max) – detail the projected outcomes.
- Impact (300 word max) – describe the criteria for success, the desired results of your program and the benefit to the community.
- Evaluation (300 word max.) – explain how results will be measured and evaluated.
- Funding & Sustainability (200 word max) – detail other funding sources and, if necessary, how you will sustain the goals of the project into the future.
- If full funding is not received, how will the project be completed? (200 word max).
- Any additional comments to help CFWM understand the application better (100 words max)

**Required financial documents** (these documents will need to be uploaded to the application):

- Operating Budget for the current fiscal year
- Prior year financials. Documentation will vary depending on your budget size:
  - \$200,000 or less: submit Income and Expense statement for prior year
  - \$200,000- \$500,000: submit reviewed financial statements
  - \$500,000 +: submit latest audit
- Additional financial documentation - depending on your organization status:
  - \$200,000 or greater budget: If there is a gap year between your current operating budget and the Prior Year Financial documentation, and your organization budget is \$200,000 or greater, please submit an Income and Expense statement for the "gap year".
  - \$200,000 budget or less: Organizations with gross revenue and support under \$200,000, must submit most recent balance sheet.

**Additional required documentation:**

- List of organization's governing board which includes names of board members and their affiliation (i.e. profession and/or community represented).
- Documentation on the 501(c)3 eligibility of the organization. A 501(c)3 determination letter will need to be uploaded to the application

If you have any questions regarding the Capacity grant program, contact Michael DeChiara, Senior Program Officer at [capacity@communityfoundation.org](mailto:capacity@communityfoundation.org).

**GET NOTIFIED:**

If you would like the Foundation to contact you when the on-line Capacity Grant application is available please [click here](#).