

SAMPLE 2026 CAPACITY BUILDING GRANT APPLICATION

*This is a **SAMPLE** application, please do not submit this form.*

Please review our guidelines and access the online application here:

<https://ourcommunity.org/nonprofit-support/grants-at-the-community-foundation>

Capacity Building grants are designed to help a nonprofit with its organizational infrastructure. These grants *primarily* focus on three areas: Board Governance, Planning, or Training/Professional Development. Capacity building requires a commitment of a nonprofit's time and resources. Therefore, we encourage applicants to have at least one paid staff person.

To prepare for the application, you will be required to submit a letter of support from your board chair and revenue and expense statements from your past two fiscal years.

PLEASE NOTE!! *The first step of a capacity grant request is to schedule a virtual consultation before you complete the application.* Consultations are only available until January 30, 2026, so schedule yours ASAP.

To schedule your consultation, contact Cindy Hales, Vice President of Community Investment, at 517-664-9851 or chales@ourcommunity.org.

Here's what we will ask you when you complete a Capacity Building grant application:

APPLICANT INFORMATION:

- Organization name, mailing address, website address, mission statement and annual operating budget
- Director/CEO of the Organization: name and title
- Federal Tax ID Number and the year the organization was established
- Are you a 501(c)3 tax exempt organization? Y/N If not a 501(c)3, what is your exemption status?
- Michigan License to Solicit # if applicable (contact us if you have questions)
- Will you utilize a fiscal agent to apply? Yes/No If yes: Fiscal Organization Name, Contact phone and email
- Grant Contact Person: Name, Title, Email and Phone.

Demographic data: *For this section, Person of Color is defined as anyone who does not identify as white.*

- Number of paid employees (*full & part time*) _____ White____ People of Color ____
- Which of the following best represents your CEO or Executive Director: White____ Person of Color ____
- Number of board members: _____ White____ People of Color ____
- Number of Board Members who make a financial gift to your organization annually _____
- Number of individuals typically served by your organization in one year in each of the following areas:
 - Clinton County ____ Eaton County ____ Ingham County ____ All other counties ____
- Does your organization collect racial demographic data on the people that directly benefit from your services?
- Please provide or estimate the number of ONLY tri-county individuals served in the past year: White____ POC____

CAPACITY BUILDING QUESTIONS:

1. Tell us about the specific capacity challenge your organization is facing. Please provide enough detail to assist us in understanding the problem you hope to solve. *(3500 characters max, including spaces)*
2. What steps have you and your board already taken to address the above challenge? Please include any attempts to resolve the problem and any roadblocks you encountered. If your organization has not attempted to resolve your capacity challenge, please explain why. *(3500 characters max, including spaces)*
3. If selected for funding, who in your organization will be responsible for the following:
 - a. Working with the Community Foundation to design a capacity building plan?
 - b. Engaging with and supporting any external partners involved in the plan (for example, a consultant)?
 - c. Completing any required documentation, including the final grant evaluation?

REQUIRED ATTACHMENTS:

1. Letter of Commitment from Governing Board: Please attach a letter of support from your Board Chair, detailing the organization's commitment to addressing the capacity issue(s) outlined in this application. This is required because the majority of our capacity work involves the organization's board of directors.
2. Statements of revenue and expenses for the past two fiscal years (Profit & Loss, Statement of Financial Activity etc. Must include all sources of revenue and expenses.)
3. Organization's current Annual Operating Budget document