COMMUNITY FOUNDATION
Capital Region Community Foundation
www.ourcommunity.org

SAMPLE 2027 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 typically focus on three areas: Board Governance, Planning, or Training/Professional Development. If you are considering an application, it is important to know that capacity building requires a commitment of a nonprofit's time and resources. Therefore, it is strongly encouraged applicants have at least one paid staff person.

As you prepare to apply, please note the following:

- **You are required to schedule a virtual consultation before you complete the application.** Once your consultation is scheduled, you will be asked to complete a brief questionnaire which will help inform a conversation about the capacity building work you wish to undertake. Consultations must be scheduled before **January 22, 2027 to be eligible to apply.** To schedule your consultation, contact Cindy Hales, Capacity Building Specialist, at 989-560-4786 or chales@ourcommunity.org or Joe Enerson, Vice President of Community Investment, 517-272-1581 or jenerson@ourcommunity.org.
- You will be required to submit revenue and expense statements from your past two fiscal years, and a signed letter of support from your board chair.

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 ___ How many make a financial gift 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___

SAMPLE

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 building the capacity of an organization often 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

4. List of board members with their professional affiliations. (for example: Sue Jones, President of ABC Bank)

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