vBCF Application Sample Form - Capacity Grants Program

General Information

Before You Begin - Please read before starting the application process:

- **If your organization has an overdue progress or final report related to a previous grant from the Foundation, that report must be filed before this application will be reviewed.**
- **Do not use the back arrow/button on your web browser while completing the application. Doing so may delete your application or exit without saving changes.**

Organization Information

Legal Name: **Federal Tax ID Number:**

This must match the IRS Determination Letter and Form 990   *As recognized by the Internal Revenue Service*

Please check if this request is associated with a fiscal sponsor?

Doing Business As:

If the organization is known by a different name from its legal name, please list here or otherwise re-enter the legal name. If associated with a fiscal sponsor, please enter the name of the sponsored organization.

Street Address:

City: **State:**   **Zip Code:**

Fax: **Telephone:**   **Website Address:**

Format: xxx-xxx-xxxx   *Format: xxx-xxx-xxxx*   *Format: xxxxx.com - exclude www*

Which geographical community does the <u>organization</u> primarily serve?

For example, choose RI if the organization mainly serves/benefits residents on a state-wide level, Newport County if county-wide and Aquidneck Island if island-wide.

Contact Information

Chief Executive Contact Information (This should be the Executive Director or Board Chair)

Prefix: **First Name:**   **Middle Initial:**   **Last Name:**

Suffix: **Suffix:**   **Title:**

Telephone: **Extension:**   **Email Address:**

Format: xxx-xxx-xxxx

Request Contact Information (Who should be contacted if additional information on this particular grant request is needed)

If request contact is the same as above, check here:

Contact Information (Continued)

Prefix: **First Name:**   **Middle Initial:**   **Last Name:**

Suffix: **Suffix:**   **Title:**

Address: *request contact address (only if different from organization)*

City: **State:**   **Postal Code:**

Telephone: **Extension:**   **Alternate Phone:** *optional - e.g. cell phone, etc.*
Format: xxx-xxx-xxxx   *Format: xxx-xxx-xxxx*

Email Address:

Request Information

<u>Grant Request and Purpose Information Project</u>

Budget: **Amount Requested of vBCF:**

Funding Period: Start Date   **Funding Period: End Date**

Request Title
10 words or less

<u>Narrative -</u> please respond to all questions below. Describe the need your organization is seeking to address:

Why is the need important to address, especially now?

How will the proposed project address this need and improve the overall performance of the organization? How will you know you've succeeded?

Who from your organization will be participating?
For board development engagements, please upload a letter from your board chair/president expressing commitment to the project in the attachments section.

What other capacity needs do you see on the horizon for your organization?

Attachments

The preferred format for attachments are PDF Files. However, Microsoft Office and picture formats are acceptable.

Proposed Scope of Work – including costs, deliverables, timeline and qualifications from the consultant(s)/coach(s) with whom you propose to work.

IRS Determination Letter – only if a first time applicant or these has been a change since the last submission

Fiscal Sponsorship Agreement – if applicable

Other Supporting Documentation (*e.g. letter from Board Chair or President*) – if applicable

Grant Opportunity: Capacity Building for Nonprofit Organizations

When people think of nonprofit organizations, we tend to think first about their missions, strategies, and programs. What often gets less attention is what's less visible: systems, operations, the capacity to implement programs. Yet, these ingredients are key to an organization's survival and sustainability, and to its ability to deliver on its mission.

This year, vBCF will again offer a limited number of grants—typically averaging $3,500 to $5,000, not to exceed $10,000—to nonprofit organizations aligned with vBCF's mission to help them address capacity needs by procuring technical assistance from a coach or consultant.

Past projects include (but are not limited to):

- Organizational needs assessments (capacities, systems, etc.)
- Board development
- Leadership coaching
- Building capacity around racial equity
- Fund development
- Business plans
- Exploring restructuring, mergers, and shared services

Capacity grants are not available for strategic planning; organizations seeking support for this purpose must instead apply for project/program support during one of the Foundation's regular grant cycles.

Staff will review capacity grant proposals on a rolling basis, applications will be accepted until funds are expended. Grantees are asked to provide a brief report at the conclusion of their grant.

To Apply:

1) Complete the capacity grants application, which includes the following questions:
   a. The need your organization is seeking to address
   b. Why the need is important to address, especially now
   c. How the proposed project will address this need and improve the overall performance of the organization. How will you know you've succeeded?
   d. Who from your organization will be participating? (For board development engagements, please include a letter from your board chair/president expressing commitment to the project.
   e. What other capacity needs do you see on the horizon for your organization?

2) Upload a proposed scope of work, (including costs, deliverables, timeline and qualifications) from the consultant(s)/coach(es) with whom you propose to work

3) Upload confirmation of your organization's nonprofit status. (*Only if you are a first time applicant or there has been a change since your last submission.*)

If you have questions, please email Thomas Brendler at tbrendler@vbcfoundation.org.