2020 QC Community Foundation Nonprofit Capacity Building Grant

Nonprofit Capacity Building Grant Info

Process

The first step in a Nonprofit Capacity Building Grant application is to submit this Letter of Interest form (LOI). The Community Foundation reviews all LOIs and invites full applications from a number of organizations based on eligibility, strength, and fit with the grant program purpose. Invited organizations will be able to provide more detail on their planned project in the full application.

We encourage applicants to discuss their proposed project with Community Foundation staff before submitting an LOI.

LOIs are reviewed twice each year - after the deadlines of March 15 & September 1. Applicants are notified of the decision within two weeks of each due date. Invited applicants will then see an application form in this system. Full applications are due on May 15 & November 1.

Full applications are evaluated by our volunteer Nonprofit Capacity Building Grants Committee. Applicants are notified of grant decisions by mid-June for spring grants and late November for fall grants.

Please visit our webpage What We Look For for information on general grant eligibility requirements and areas not funded by our grants.

Please visit our Nonprofit Capacity Building Grants webpage for a complete program description.

To learn more about the "Copy" feature now available, please watch this video tutorial. This feature allows applicants to copy some answers from one request into another request.

To learn more about the Collaboration feature now available in the online application system, please watch this video tutorial. This feature allows applicants to invite others to see and/or edit requests.

Primary Organization Name*

Character Limit: 250

Organization Charitable Status
Charitable Status*
Qualified organizations include those recognized under Section 501(c)(3) of the Internal Revenue Code, government entities, health organizations, religious institutions or schools. We determine this through an organization's federal EIN (employer identification number). This is a 9 digit number listed in this format 00-0000000.

If your organization appears in a GuideStar search, then it most likely qualifies as a registered 501(c)(3) by our definition.

If it does not appear in a GuideStar search, than it most likely does not meet our definition of a registered 501(c)(3) organization. Click here to access GuideStar.

If you are submitting an application using another entity's EIN (submitting under a city or university's tax ID, for example) than you are using a fiscal sponsor.

If you are a nonprofit that does not have 501(c)(3) status, you must agree to expenditure responsibility or use a fiscal sponsor.

Please select the option below that best fits your organization's charitable status.

**Choices - branched question**
- We are a registered 501(c)3
- We are a registered government entity 170(b)(1)(A)(v)
- We are a registered school 170(b)(1)(A)(ii)
- We are not a registered charitable organization, but will use a fiscal sponsor [see below](#)
- We are not a registered charitable organization, but we agree to expenditure reporting [see below](#)
- We aren't sure about our charitable status & will contact Lisa to discuss our options. 563-326-2840

**Fiscal Sponsor - branched response**

Fiscal Sponsor Authorization Form*
If your organization does not meet the charitable status criteria, you must either have a fiscal sponsor, or agree to expenditure reporting, in order to be eligible for a grant.

If using a fiscal sponsor: Your fiscal sponsor must complete the Fiscal Sponsor Authorization form below, and the completed form must be attached to this application in order for it to be eligible for funding. Should you be awarded a grant, it will be paid to the fiscal sponsor organization, who will be responsible for ensuring the grant is expended as stated in the application.

Please download, print and sign this Fiscal Sponsor Authorization Form. Once it is completed, please attach it here. Attachments must be in Word or PDF format.

File Size Limit: 2 MB
Expenditure Reporting - branched response

Expenditure Reporting*
If your organization does not meet the charitable status criteria, you must either have a fiscal sponsor, or agree to expenditure reporting, in order to be eligible for a grant.
If you agree to using expenditure reporting, please read the expenditure reporting requirements. Should you be awarded a grant, you will be required to submit a signed Expenditure Reporting Agreement before the Community Foundation can release any grant funds to your organization.

Choices
I have read the expenditure reporting requirements and agree to using them if awarded a grant.

Organization Information

Organization NTEE Code*
Please select from the list below what you feel best represents the area your organization works in - or if you know it, your organizational designated NTEE code. Your organization might work in several areas in the list, so please select just one.

Choices
Aging Services
Arts, Culture & Humanities
Childcare
Children & Family Services
Community Improvement & Development
Education & Research
Environment & Animal Welfare
Health
Human Services
Landuse Protection
Philanthropy & Voluntarism
Workforce Development
Youth Development

Diversity & Non-Discrimination Policy*
Organizations must comply with our Diversity and Non-Discrimination Policy to be eligible for grant funding. Please click here to read this policy - in particular, Section I - Grants from Discretionary Funds of the Quad Cities Community Foundation.
If your organization does not comply with this policy, please do not submit this application at this time. You may apply in the future should your answer to this question change.

**Choices**
My organization complies with the policy & is eligible to apply for a grant

**Board of Directors***
Please upload a listing of your organization's board of directors that includes their name, professional/organizational affiliations, and city/state of residence.

**Attachments must be in Word or PDF format.**

**Strategic Plan***
Does your organization currently have a Board approved strategic plan?

**Choices**
Yes
No

**Strategic Plan No***
Please share with us why your organization does not have a Board approved strategic plan at this time. If this request is a strategic planning project, please indicate this here.

Character Limit: 500

**Geographic Area(s)**
What is your service area? Only organizations or projects located in and/or serving Rock Island County, Illinois and Scott County, Iowa are eligible for this grant program.

**Choices**
Rock Island County, IL
Scott County, IA
Both

**Geographic Area Specific**
If your organization's service area includes more than the counties described above, or a specific area within the counties described above, please explain.

Character Limit: 500

**Mission Statement***

Character Limit: 750

**Organization Description***
Please provide a brief, one-two paragraph description of the services your organization provides to carry out its mission.

Character Limit: 1000
**Inclusion - Organization**

1) How does your organization proactively ensure that diverse and underserved populations are welcomed, included, and engaged in decisions that affect them?

2) If this capacity building project will improve your ability to proactively include, engage or welcome diverse and underserved populations, please describe how it will accomplish this.

*Character Limit: 1000*

**Inclusion - Leadership**

Please describe how your organizational leadership and/or your governing board does or does not reflect the demographics and experiences of the people you serve.

We understand that the responses to this question will vary greatly. Some organizations have, from the beginning, included the people they serve in their decision-making processes and other organizations have room for improvement. So please be honest and let us know of any plans your organization has regarding this, or if it has reached its goals in this area.

*Character Limit: 1000*

**Project Name**

What is the name of the project for which you are requesting a grant? The name should include the type of capacity building project, and the area of organization capacity this request will improve.

For example: Strategic Planning consultant to improve QCCF's mission, strategy and program delivery.

*Character Limit: 100*

**Capacity Building Activity**

Select the capacity building activity that best describes your project.

**Choices** - branched question for technology/software needs

- Board training and education
- Critical equipment needs
- Staff training
- Strategic planning
- Succession planning
- Technology/software needs *(see additional questions below relating to technology)*
- Other assessment, consulting, or facilitation
**Area of Organizational Capacity***

The Community Foundation’s Nonprofit Capacity Building Grant program focuses on capacity building projects that improve an identified area of organizational capacity, including but not limited to the following.

Please select the primary area of organizational capacity that this project will help you to improve.

**Choices**
- Collaboration
- Communications
- Equity
- Evaluation
- Financial management
- Fund Development
- Governance
- Leadership
- Mission & strategy
- Program delivery
- Other

**Other Area of Organizational Capacity**

If you selected "Other" above, please specify.

*Character Limit: 50*

**Project Synopsis***

Please provide a short synopsis (no more than 3 sentences) of your grant request - an "elevator speech" - that quickly lets the reviewers know what you are requesting funding for. This should include the capacity building activity and a succinct description of what will be accomplished with this grant. It is fine to re-use some of the text used in the Project Description below.

*Character Limit: 500*

**Project Description***

Please provide a summary of your capacity building project that briefly addresses the following:

1) how the project will improve the identified area of organizational capacity
2) how this will improve your organization’s ability to carry out its mission
3) Project plan, including who will be leading the capacity building project
4) Project Timeline

This question and answer is copied into the application form to allow for more explanation if an organization is invited to submit a full application - which is why the character count is set at 3000.

*Character Limit: 3000*

**Organizational Readiness**

Why is this a good time for your organization to take on this capacity building project? What steps have you already taken to prepare for this capacity building project?

*Character Limit: 1000*
Total Amount Requested*
Maximum total amount is $15,000, which may be paid over 1, 2, or 3 years.
*Character Limit: 20

Project Budget*
Please provide general information on the project budget. You do not need to provide a complete budget at this time, but please include key line items on revenues and expenses. If invited to apply, you will have the opportunity to provide a detailed project budget.

This grant program does not support capital projects (including vehicles), furniture, organizational staff salaries, consumable supplies or ongoing operational or programming costs. The first year only of technology costs that will become “ongoing”, such as software licensing costs, may be considered. Reasonable travel costs may be considered as a part of one of these activities.

The grantee may request that the amount awarded be paid in a single year, or be structured as a multi-year grant over two or three years.
*Character Limit: 1000

Technology and Software Needs - branched questions

Functional and Secure Infrastructure
Check the box next to the item(s) that your organization already has. If a particular item is unnecessary for the work your organization does, please note that in the space provided.

Choices
- Desktops and mobile hardware
- Shared email and calendaring
- Productivity software (i.e., Microsoft Office)
- Secure shared files
- Security and backup
- Accounting software
- Networking infrastructure
Notes

Character Limit: 500

Data Management

Check the box next to the item(s) that your organization already has. If a particular item is unnecessary for the work your organization does, please note that in the space provided.

Choices

Updated, functional donor/client/member database
Point of sale system (including online transaction capability)
Other specialized software (please note below)

Notes

Character Limit: 500

Website and Email

Check the box next to the item(s) that your organization already has. If a particular item is unnecessary for the work your organization does, please note that in the space provided.

Choices

Updated, mobile-friendly website that staff can maintain
Ability to efficiently send mass communications

Notes

Character Limit: 500

Social Media

Check the box next to the item(s) that your organization already has. If a particular item is unnecessary for the work your organization does, please note that in the space provided.

Choices

Active presence on appropriate social networking platforms
Mobile applications

Notes

Character Limit: 500

How did you hear about this grant opportunity?

Character Limit: 200

LOI Length*

Approximately how many hours did it take you to complete this LOI form?

Character Limit: 2

LOI Submission Confirmation*

Choices

I have read and understand the grant guidelines.
I understand that all communication will be emailed to the Applicant email.
I am authorized by my organization to apply for this grant.
I understand that if any part of this application is incomplete, it will not be eligible for review.
Submission Questions

How did you hear about this grant opportunity?

Character Limit: 200

LOI Length*

Approximately how many hours did it take you to complete this LOI form?

Character Limit: 2

LOI Submission Confirmation*

Choices

I have read and understand the grant guidelines.
I understand that all communication will be emailed to the Applicant email.
I am authorized by my organization to apply for this grant.
I understand that if any part of this application is incomplete, it will not be eligible for review.