

The Fund for Nonprofit Capacity Building Request for Proposals

Introduction

The Center for Nonprofit Resources through the United Way of Greater Toledo and Toledo Community Foundation, Inc. seeks proposals to strengthen the organizational capacity, support leadership development and ensure sustainability among nonprofits serving historically underrepresented populations throughout the greater Toledo area. Funds are limited and will be awarded on a competitive basis.

Effective nonprofit organizations are vital to the healthy development and quality of life in our community. Challenges and opportunities for growth are diverse, complex and often best addressed through creative approaches. The Nonprofit Capacity Building Grant program was created to support Toledo area nonprofits with resources to achieve more effective and efficient use of financial and human resources and to enhance service and program delivery. Due to the nature of capacity building, this grant program will make funds available for non-recurring costs associated with feasibility studies, professional and/or technical assistance fees or staff/board training.

Funding Guidelines

Applicant organizations should have:

- A demonstrated track record in providing quality services to historically underrepresented populations.
- Board leadership in helping the organization to achieve the project objectives.
- A clear commitment to the project by the executive director and staff.

The Capacity Building Grant will place priority on projects that will result in one or more of the following:

- Strengthen the infrastructure, management capacity or service delivery systems of the organization.
- Create new or improved strategies for solutions to community problems.
- Stimulate partnerships among organizations that may not typically work together.
- Improve “back office” operations (e.g. financial systems, payroll).
- Improve sustainability including fundraising and development strategies through automated systems.
- Develop and train staff and board to expand organizational capacity.

Grant Application Process

Proposals will only be considered from nonprofit, charitable organizations, which have been designated as having tax-exempt status under section 501(c)(3) of the Internal Revenue Service code.

The Center for Nonprofit Resources will be accepting proposals through its online submission process. The online application may be accessed via the Center’s website at www.c4npr.org. Only proposals submitted using the Center’s online application process will be considered. Proposals must be received by midnight of the application deadline. **The deadline for proposals will be February 28, 2014.**

Completed grant applications are carefully reviewed by the Center’s professional staff and an advisory

committee. Expenses incurred by an applicant organization prior to award notification cannot be covered by grant funds.

Contents of a Proposal

The following information must be included in all proposals:

1. **Purpose and Need** - State the goals and objectives of the capacity building project. Identify the target population being served and how the outcomes of this grant would improve the delivery of services and programming for this population. (750 word limit)
2. **Implementation** - Summarize the plans and timeframe for implementation of this project. Identify the individual(s) who will be responsible for overseeing the project and briefly describe their qualifications. (500 word limit)
3. **Evaluation** - State the criteria and procedures or provide a logic model that will be used to evaluate the success of the proposed project. Relate this evaluation to the stated goals and objectives. (Provide as an attachment.)
4. **Sustainability** - Identify plans for securing ongoing support for the organization once grant funds are expended. Include anticipated the future financial needs of the organization, potential sources of funding, etc. (250 word limit)
5. **Project Budget Information** - Attach a one-page project budget, which:
 - (1) specifies the requested grant period
 - (2) delineates line-item expenses that clearly detail the proposed use of grant funds
 - (3) lists projected income (both solicited and received) and expenses for the proposed project.

Attachments

The following attachments must be included with all proposals:

1. The names and affiliations of the applicant organization's Board of Trustees.
2. Brief background/history of the requesting organization, including when and how the organization was established; its mission/purpose; accomplishments to date; and a listing of all current programs and services.
3. The organization's most recent audit. If audited financial statements are not available, the unaudited income and expense statement and balance sheet must be provided.
4. The organization's current operating budget.
5. Copy of the applicant's tax exemption letter from the Internal Revenue Service.
6. Signed letter of support from the Board President.
7. Evaluation model
8. Project budget information (as referenced in the previous section).

Proposals must be submitted through the Center's online application system. Faxed, emailed and mailed proposals or attachments will not be accepted. Attachments should be uploaded with the proposal. Proposals not meeting submission requirements will not be reviewed.

For further information or to discuss a possible submission, please contact:

Michelle Klinger, Director – Center for Nonprofit Resources
300 Madison Avenue, Suite 1300
Toledo, OH 43604
(419) 241-9513
michelle@c4npr.org