



IMPORTANT DATES

- **Sept. 24, 2010–Grant Applications Due**
- **Late Nov. – Final Notification**

Strategic Capacity Building Grants - Fall 2010 Guidelines and Application Procedures

The Community Foundation of Tompkins County is offering a Capacity Building Grant Cycle to assist non-profit organizations in achieving new levels of effectiveness. This grant cycle is in response to the “Listening and Learning” Sessions that were carried out through 2009 which invited local organizations to respond to the current economic environment.

Grantmaking Objectives:

- **Greater Resources:** To increase the amount of resources available to the organization and therefore, its ability to provide services and programs.
- **Greater Efficiency:** To improve the utilization of resources across the organization and therefore, reduce the relative cost of services and programs.
- **Greater Effectiveness:** To improve the management and allocation of resources across the organization and therefore, increase the probability of achieving successful program outcomes.

Grantmaking Areas:

This grant cycle will make grants available in the following areas in an effort to address the above objectives:

- 1. Improvement of Agency Financial Development/Technology Systems**
- 2. Staff and/or Board Training**
- 3. Program Evaluation**
- 4. Mergers or formal collaborations between organizations**

Grantmaking Guidelines:

1. Grant applications need to strategically address needs in at least one of the above identified areas and are not to be made **for general operating support.**
2. Grant requests must be between \$1,000 - \$4,000
3. **The grant award must be used by June 30th, 2011 with a final report submitted by August 26, 2011.**
4. Applicants must be a not-for-profit organization, located in Tompkins County whose primary purpose is providing services to residents of Tompkins County.
5. The grant awards **are not** intended to supplant lost funding.
6. The grant awards **are** intended to address needs not currently in the organization’s operational budget.

Application Procedures

1. A complete application must be submitted electronically to jcotraccia@communityfoundationoftc.org by 5 pm on September 24th, 2010. Applications can be found at www.communityfoundationoftc.org
2. The signature sheet is required for an application to be considered complete.
3. Applications meeting the requirements will be assessed by a review team with final approval by the Board of Directors. Awards will be announced in late November, 2010.
4. Please direct questions about completing your application to Janet Cotraccia at jcotraccia@communityfoundationoftc.org or (607) 272-9333.

Revised 7/9/10

TIPS for completing your grant proposal

- Confirm that your application falls within ALL the grantmaking guidelines as outlined above.
- Complete the application as if the reader is unfamiliar with your organization.
- Have someone else read the final draft. Does this proposal appropriately communicate all the necessary information to the reader?
- Please contact the Community Foundation with questions about completing your application.
- Don't wait until the due date to complete the application as questions may arise and you want to have plenty of time for correspondence.

Tips for Budget Section

- Include a complete budget with expenses and revenues for the project. Explain items in a narrative remembering that the reader may be new to your organization's budgeting practices.
- Check the math. Confusing budgets with incorrect math slows down the review process.
- Contact the Community Foundation if you are in need of a sample budget format.

The Review Team will be focusing on the following:

- Application is complete and all "Grantmaking Guidelines" are met
- Sources of support for this project are clearly identified
- Clear statement of issue or need that project addresses
- Proposed project will provide substantial/effective capacity building
- Desirable outcomes are identified
- Organization is well suited to carry this project out effectively
- Budget is complete and reasonable
- Overall impact of the idea