



1900 Union Avenue, Memphis, TN, 38104 (901) 728-4600

Capacity Building Grants Eligibility Criteria

The Community Foundation of Greater Memphis seeks to address the organizational strength and overall health of nonprofits in the Memphis metropolitan service area by supporting their capacity building efforts. Capacity building refers to activities that strengthen the ability of a nonprofit to achieve greater performance and impact. Project examples include but are not limited to evaluation of core programs, staff or board training, improvement of technology systems and merger or formal collaboration between organizations.

There is approximately \$250,000 available for this grant round. Typically, grants range from \$5,500 to \$40,000 with the majority of grants in the \$15,000 range. Capacity building grants generally require the recipient organization to raise matching funds (\$1 for every \$1, or other amount set by the committee), thereby encouraging the grantee to use our grant to leverage resources from other donors and funders.

Eligible applicant organizations can demonstrate that they:

- Have operated as a 501(c)(3) agency for the last three consecutive years or longer;
- Provide significant community impact in and have solid relationships with the communities they serve;
- Have stable, demonstrated board and staff leadership;
- Have the capacity to accomplish the capacity building project;
- Operate under sound financial principles and are financially sustainable beyond the project; and
- Have a recent strategic plan (within the last three years), with evidence that staff, board and other stakeholders (if applicable) were involved in the process. The strategic plan, as opposed to a business plan, should have a multi-year focus addressing the whole organization and not simply one program or project.

Ineligible applicants and projects:

- Individuals, for-profit entities, private foundations, schools and religious organizations;
- Core operating costs, including salaries, other than those related to the capacity building project;
- Project requests from organizations with many branches or departments (YMCA, public libraries, etc.) that do not come through the office of the president;
- Expansion of existing programs or creation of new ones;
- Brick-and-mortar projects or endowments;
- Pass-through grants to other nonprofits; and
- Grants to supplant lost funding or eliminate budget deficits.

Application Process

- Organizations must attend one mandatory pre-application workshop. They will be held on February 28 at 9:00 a.m. and March 1 at 4:00 p.m. at the Hope and Healing Center at 1115 Union. To reserve a place at one of the workshops, contact Vanessa Langston at vlangston@cfgm.org. Organizations that have attended a workshop within the last two years are encouraged but not required to attend.
- Applicants will then submit a letter of intent online no later than 5:00 p.m. April 9, 2012. A template will be distributed at the workshop.
- Based on the request outlined in the letter of intent, full proposals will be invited from a select number of applicants. Organizations not invited to submit a full proposal will be notified via email.
- Full proposals must be submitted online and are due no later than June 4 at 5:00 p.m.
- **Participation in the full grant process is not a guarantee of funding.**
- The invited organizations will meet with Community Foundation committee representatives in late June or in July. Meeting times will be set at a later date.
- Organizations will be notified of funding decisions at the end of September, 2012.

Applicants who are invited to apply will be required to upload the following documents with their online application:

- A recent strategic plan (less than three years old)
- IRS tax determination letter
- Last two years of tax returns or audited financial statements
- List of board members and staff
- Detailed project budget
- Project timeline

Grant process timeline

- **Pre-application workshops:** February 28, 9:00 a.m. or March 1, 4:00 p.m. at Hope and Healing Center at 1115 Union
- **Letters of intent due:** April 9
- **Applicants invited to submit full proposals:** May 4
- **Full proposals due:** June 4
- **Site visits:** late June, July
- **Grant awards announced:** late September
- Progress reports are generally expected at six month intervals.

Please note that pre-application workshops will be held at the Hope and Healing Center at 1115 Union. If you have any questions, please contact Ashley Harper at 728-4600 or aharper@cfgm.org.