



Capacity-Building Grants Overview and Calendar

Overview

The specific goal of capacity-building grantmaking is to assist members of The Nonprofit Partnership in securing the professional assistance they need to enhance organizational capacity and address important issues of organizational development and effectiveness. Our grantmaking is focused in two directions:

- e-Marketing Support

These are service grants, not cash grants. Packages of services are negotiated by consensus between The Nonprofit Partnership and the applicant organization based on a preliminary conversation about goals and interests, followed by a written proposal due January 15 or June 15. Typical e-Marketing packages of services include development of e-newsletters and e-mail campaigns, website enhancements for social networking, blogging, e-commerce, video links, and more, and resources to improve the effectiveness of your online communications. Applicant organizations should have content management system (CMS)-capable websites to effectively use e-Marketing resources.

- Organizational Capacity-Building

These cash grants for capacity-building start with a letter on interest due January 15 or June 15 and focus on the following:

1. *Mission, Vision, and Strategy*

- Strategic Planning
- Organizational assessment/development
- Business planning, re-tooling, and social enterprise

2. *Governance and Leadership*

- Board development
- Executive transition

3. *Strategic Relationships*

- Coalition building
- Collaboration and strategic restructuring
- Positioning for merger or affiliation

4. *Internal Operations*

- Human resource or volunteer management
- Financial management
- Facility planning
- Computers, networking, and data security

5. *Websites*

- Developing new websites with CMS capacity



Format for Capacity-Building Grant Applications
e-Marketing Projects
Due January 15 or June 15, 2010

Prior to writing in the format described below, please call Rebecca Howe at The Nonprofit Partnership (454-8800 x 4) to discuss your interests, schedule a pre-proposal meeting, or receive advice on committing your project interest to paper.

The applicant's proposal narrative should include the following in no more than six single-spaced pages (excluding requested attachments):

Summary – A clear, concise statement about your organization, your request, and your anticipated results.

Background and Introduction – A description of your organization, its accomplishments, and current conditions that establish the context for the request.

Statement of Need - A description of the need for e-marketing capacity-building intervention that the organization is experiencing.

Goals, Objectives, Methods, and Results – This section describes the intent of the intervention, how it will be pursued, and the difference it is expected to make in the life of the organization.

Evaluation – Describe how you will measure and communicate the results of the capacity-building effort.

The e-marketing project provides a package of marketing services to conduct a defined project or projects based on your proposal narrative. Costs that may need to be contributed by the organization for supplies, website upgrades, or other technology improvements will be negotiated and included in a project agreement.

Attachments – Provide a list of your current Board of Directors, a copy of your current Board-approved agency budget, a copy of your most recent audited financial statement, and a copy of your organization's diversity and inclusion policy.

Please submit two copies complete with a letter of transmission/cover letter to:

Proposal Review Committee
The Nonprofit Partnership
459 West 6th Street P.O. Box 1698
Erie, PA 16507



Organizational Capacity-Building Grants

Letter of Interest Guidelines

1. Please introduce the organizational weakness you would like to address and the capacity-building area of focus you would like to pursue with this grant opportunity.
2. To the extent you have thought about it, please indicate how you would like to go about doing the work you have in mind, and if you have a consultant in mind, please tell us with whom you would like to work.
3. Please describe the outcomes you anticipate for your organization as a result of conducting this capacity-building activity.
4. Please discuss the process you conducted to initiate and advance this capacity-building grant idea with the leadership of your organization.
5. If you have identified any additional contributions from another funder or your own organization, please so indicate.

Please send your Letter of Interest by the January or June due date to:

rwooler@thenonprofitpartnership.org

Following a review of your letter of interest and the exchange of follow-up advice regarding the preparation of your proposal, an invitation to submit a full proposal may be issued.



Format for Capacity-Building Grant Applications

Due February 16 or July 16, 2010

If requested following the receipt of a letter of interest, the applicant's proposal narrative should include the following in no more than six single-spaced pages (excluding requested attachments):

Summary – A clear, concise statement about your organization, your request, and your anticipated results.

Background and Introduction – A description of your organization, its accomplishments, and current conditions that establish the context for the request.

Statement of Need - A description of the need for capacity-building intervention that the organization is experiencing.

Goals, Objectives, Methods, and Results – This section describes the intent of the intervention, how it will be pursued, and the difference it is expected to make in the life of the organization.

Evaluation – Describe how you will measure and communicate the results of the capacity-building effort.

Budget – A list of costs associated with the conduct of your proposed project, together with any revenues contributed by the applicant, collaborating organizations, or other funders.

Attachments – Provide a list of your current Board of Directors, a copy of your current Board-approved agency budget, a copy of your most recent audited financial statement, and a copy of your organization's diversity and inclusion policy.

Please complete with a letter of transmission/cover letter that includes your Employer Identification Number assigned by the IRS to:

Proposal Review Committee
The Nonprofit Partnership
459 West 6th Street P.O. Box 1698
Erie, PA 16507

Please submit five copies of your completed application and one copy of the requested attachments by 4:00 p.m. on February 16 or July 16, 2010.



Guidelines for Developing Organizational Diversity and Inclusion Policies

Background and Context

The work of The Nonprofit Partnership over the past several years with Project Blueprint, the program that trains diverse leaders from Erie neighborhoods for service on local nonprofit Boards of Directors, has helped to develop a strong case for Board and organizational diversity and has moved us toward the conviction that organizations will adopt inclusive practices more fully and readily in response to Board-approved organizational policies on diversity and inclusion. The experience of nonprofits in many other cities and regions over the past twenty years bears out this finding – organizational change flows from intentional policy.

With this in mind, we are asking each organization that submits a request for grant or service assistance with The Nonprofit Partnership to accompany that written request with a copy of their organization's Diversity and Inclusion Policy. The components of such a policy are:

Policy

Informed by the mission, values, charter, by-laws, history, setting, and other factors, policies have various underpinnings that may vary from organization to organization. In general, the form of the policy will be as follows:

(Name of Organization) will (state actions to be taken, goals to be met), (standard of reference or benchmark driving the policy, e.g. census data), and the characteristics that apply to your organization's definition of inclusion (e.g. race, gender, handicap status, etc.)

Status

Compare the status of your target groups, i.e., Board and staff, with your identified standards. Identify variances.

Goal

Create goals to address variances.

Plan

Translate goals into a specific action plan with targets and timetables.

Please see the sample plan on the following page.

**Diversity and Inclusion Policy
Lake Effect Community Services**

Policy: Lake Effect Community Services (LECS) will strive to build and maintain a Board and staff composition that is within five percentage points of the population of the city of Erie, as defined by the census, with respect to the status of the following characteristics: race, gender, and primary language spoken.

Status: The latest available census data for the city of Erie, compared with the LECS staff and Board count, yields the following:

	Erie city as per census	LECS Board	LECS Staff
Race:			
White	80.6%	100% (18)	82% (21)
Black	14.2%		10% (3)
Hispanic/Latino	4.4%		8% (2)
Other	0.8%		
Gender:			
Female	52.4%	39% (7)	63% (16)
Male:	47.6%	61% (11)	37% (10)
Primary Language other than English:	9.2%	0%	8% (2)

Goal: The organization’s representation with respect to race and language spoken is in compliance with policy. As it is out of balance with respect to gender by a factor of 5%, hiring qualified males for available positions will be a goal for the immediate future.

The organization is not in compliance with respect to Board diversity. Of the 18 member board, representation should be as follows:

Race:	
White:	80% (14)
Black:	15% (3)
Other:	5% (1)
Gender:	
Female:	50% (9)
Male:	50% (9)
Language Other than English:	5% (1)

Plan: As new classes of Board members are recruited for service, priority will be given to non-white candidates (4), two female candidates, and at least one candidate whose primary language is not English. Hiring up to three qualified males for available staff positions is a priority for new staff hires.

This policy was reviewed and approved by the LECS Board of Directors on December 1, 2009.