

For more information on the Capacity Building Grant process please contact:

Brianne Sanchez, Director of Nonprofit Relations
sanchez@desmoinesfoundation.org or (515) 883-2629



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515.883.2626

Capacity Building Grant

Capacity Building Grants seek to strengthen an organization's effectiveness. We provide funding for assistance in areas related to governance or management and coalition development/support around a community issue or priority. Our goal is building resilient nonprofits that can navigate through challenging times of disruption.

Timeline: Capacity Building grants are awarded throughout the year and may be submitted for consideration at any time. Notification of grant approval or declination will be provided within 10 business days of submission.

Contact: Organizations interested in this grant program are *strongly encouraged* to discuss submissions with the Director of Nonprofit Relations, Brianne Sanchez prior to submitting an application.

Grant Amount: Requests of up to \$5,000 will be considered.

Eligibility Requirements: Grants are made only to charitable organizations or causes with 501(c)(3) status, or to governmental agencies serving a charitable purpose. Geographically, funding is limited to projects that will significantly improve the Greater Des Moines community. It is not the Community Foundation's practice to fund completed projects or proposals or projects that have begun implementation.

The Community Foundation WILL CONSIDER grant applications for projects that:

- Strengthen the Board of Directors and governance of the organization, through training or assistance from an expert in the field. A project outline of deliverables is required as part of the application.
- Assist in strategic planning and visioning for the future of the organization.
- Enable organizations to merge operations and/or programming to ensure sustainability.
- Build a plan for long-term sustainability and reliable funding streams for the organization.
- Develop the skills of the Board and staff in a specific area impacting governance or management.
- Support collaborative initiatives or efforts to enhance systemic support around a community issue.

The Community Foundation WILL NOT CONSIDER

- Capital infrastructure projects (bricks and mortar).
- Ongoing annual operating and program expenses.
- Feasibility studies.
- Organizational re-branding.
- Grants to individuals.
- Sectarian religious programs promoting a particular faith.
- Projects not serving residents of Greater Des Moines.
- Individual conference registrations without a wide dissemination plan.
- Costs associated with creation of a new nonprofit organization.
- Requests to fund computer or other technology hardware/equipment, donor management software or website development.
- Completed projects or proposals that have begun implementation.

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Application Process

The following is an overview of requested information within the Capacity Building Grant application process:

Applications for Community Foundation Capacity Building Grants are available for completion through an online web portal called Manage My Grants. To obtain a user name and password for Manage My Grants, please contact Bridgett Robinson at the Community Foundation at robinson@desmoinesfoundation.org or at 515-447-4209.

Applicants should be prepared to provide the following in their application:

Budget Information

- Funding request amount
- Total project budget
- Percent of the overall project budget being requested
- Organization's total annual budget
- If the request is partially funded with a CB grant, share how you will move forward with the project.

Project Information

- Provide an overview of your organization, including mission statement and future goals.
- Confirm your organization is listed in the [Iowa Principles and Practices Registry of Accountability](#)
- State the organizational need and how it will be addressed with a Capacity Building Grant.
- Share the anticipated timeline for this project, including a starting and ending date.
- The Capacity Building Grant program is designed to strengthen a nonprofit organization in areas related to organization governance or management and provide capacity support for a collaborative initiative/effort to enhance systemic support a community issue or priority. How will your organization be strengthened in one of these areas and, in turn, be more effective in meeting your mission as a result of a capacity building grant?
- Does your organization plan to work with a consultant? If yes please upload a detailed work plan submitted by the consultant after this application is submitted that includes the hourly rate for the consultant, estimated number of hours for the project, and deliverables.

Required Documents

- Project budget detailing other sources of funding including your organization's and/or board's financial commitment and the amount requested from the Community Foundation.
- Organizational budget
- List of the organization's Board of Director's with contact information, including email addresses.
- Consultant Work Plan (if applicable)

Grant Requirements

- Grantees will be required to complete an online grant agreement to release funding
- An evaluation is due within one year of the grant award, including project deliverables and budgetary documentation