Request for Proposals – Capacity-building

The Foundation is excited to announce that in 2014, we will continue to focus our grantmaking efforts on the areas of Education and Social Environment, two of the Indicator Areas identified through the Spartanburg Community Indicators Project. Recognizing that each of the Indicator Areas (Education, Social Environment, Public Health, Civic Health, Economy, and Natural Environment) are interconnected, the Foundation will continue to support community action in other areas through collaborative initiatives, the Spartanburg Community Indicators Project, and emerging opportunities for leadership.

**Purpose of the Grant**

The Foundation will award 10 capacity-building grants of up to $10,000 each for fundraising/funding diversification, technology/social media, or organizational development to eligible nonprofit organizations. Additionally, the Foundation will award 5 grants of $5,000 each for strategic planning.

Organizations applying for a grant must be working to improve the overall social well-being of Spartanburg County residents in the area of Social Environment as identified through The Spartanburg Community Indicators Project. For more information about the Spartanburg Community Indicators Project or to download the Social Environment Report, please visit www.strategicspartanburg.org.

Capacity-building projects are defined as activities that strengthen an organization’s ability to improve its performance and impact, and must be used specifically to build a nonprofit’s capacity in the area of fundraising/funding diversification, technology/social media, or organizational development. Projects may benefit a single organization, a collaborative initiative, and/or a system of services that address social issues as defined above. Strategic planning grants must specifically be used for one organization to create a strategic plan uniquely for that organization.

**Limitations**

Funds may not be used for the following purposes:

- Grants to individuals
- Organizations that primarily benefit the religious activities of a particular community of faith
- Endowments
- Annual operating support, other than for start-up purposes
- Activities that are traditionally the responsibility of local, state, or federal governments
- Fundraising events, celebrations or dinners
- Individual schools unless the proposed project is district- or county-wide and is supported by the District Superintendent(s)
- Lobbying activities
- Research that does not have promise of near term benefits to residents
Recurring requests for the same purpose a grant has previously been awarded

Funding is restricted to benefit Spartanburg County only. Organizations that serve multiple counties must clearly show that the funds will remain in Spartanburg County.

Additionally, organizations that receive a grant through one of the Foundation’s Responsive Grantmaking Cycles are not eligible to receive a grant in any other Responsive Grantmaking Cycle within the same year.

**Eligibility**

All applicant organizations must:
- Be organizations and institutions that are recognized as 501 (c) (3) nonprofit and/or tax exempt entities providing services to the residents of Spartanburg County. By meeting these criteria, certain institutions and organizations located outside of Spartanburg County may be eligible for funding.

Priority consideration is given to organizations that have:
- A track record of implementing successful programs and services that meet a documented need in the community
- Targeted strategies reaching populations considered to be most at risk
- Appropriate measurement and evaluation tools in place
- A history of fostering relationships and building collaborative partnerships with other organizations and constituencies in the community
- Match funding to advance the program or project
- A plan for continued funding at the end of the grant period

**Instructions for Completing the Proposal**

The Foundation uses an online grant submission process. Applications and all required supporting documents must be uploaded using the online system. The application will be available starting on Wednesday, July 1, 2015, at www.spcf.org. Proposals submitted in any other manner will not be considered.

**Application Information**

Completed applications for Capacity-building Grants will include the following components. Please note that on the application, each bullet point will have a separate comment box or pick-list to answer each question.

**Organizational Profile**
- Name
- Organization
- E-mail address
- Phone number

**Project Overview**
- Project Title
- Select the specific Indicator Area(s) (i.e., Social Environment) that your organization addresses and describe how your organization addresses that Indicator Area (150 words)
- Select the focus of the capacity-building grant (i.e., fundraising/fund diversification, technology/social media, organizational development, strategic planning)
– Provide a brief summary of the capacity-building project (100 words)

**About the Organization**
– Date organization was established
– Mission Statement

**People Served**
– Number of people served by the organization annually
– Geographic areas served
– Demographics of those served (age, ethnicity, income, education level)
  o Percentage of people served participating in the Supplemental Nutrition Assistance Program (Food Stamps) (if known)
  o Percentage of people served participating in Medicaid (if known)

**Narrative**
*Need/Opportunity*
– Describe the capacity-building project and why it is needed. *(250 words)*

*Goals, Activities and Timeline*
– Describe the goals for the project. *(100 words)*
– Describe the project activities and how funding from The Spartanburg County Foundation will be used. *(150 words)*
– Describe the rationale for project activities. *(150 words)*
– Include a timeline of the project. *(100 words)*
– How does this project help to advance the mission of the organization or achieve a broader goal? *(100 words)*

**Outcomes**
– What are the outcomes you hope to achieve through this capacity-building project and how will you know if your outcomes are achieved? What is your measure of success? *(250 words)*

**Organizational Capability and Project Sustainability**
– If the capacity-building project involves partners, list who they are and what role they will have. *(50 words)*
– Who will execute the project and what qualifications and experience do they have? *(150 words)*
– How will capacity that the project produces be sustained? *(100 words)*

**Project Budget (income and expenses)**
– Project revenue – list specific sources and amounts
– Project expenses – may include: personnel (salary and fringe), contractual expenses, supplies, equipment, travel, indirect, other

**Required Attachments**
– Verification of tax-exempt status (IRS determination letter)
– List of Board of Directors, officers and staff
– Annual Budget
– Organization’s most recent financial audit. If the organization does not have an audit, please submit the *most recent* internal financial statements and/or IRS form 990 and also
provide an explanation, in the cover sheet, of why there is no audit.

– Organizations that are using the services of a consultant for any portion of their grant request MUST submit a copy of the consultant’s proposal as an additional attachment. If you need assistance in identifying a consultant, please contact the Foundation and we will provide you a list of consultants who may be suitable for your project.

**Reporting**

Recipients of the $10,000 Capacity-building Grants will be required to complete an evaluation report at the completion of the grant cycle.

The evaluation report should include: project status of activities accomplished, both ongoing and completed; evaluation of stated goals and actual results to date; total expenditures for the project; and a list of additional resources leveraged for the project as a result of the grant.

**Completion of all required reports is a pre-requisite to future funding by the Foundation.**

**Grant Application Timeline**

- Applications accepted starting: Wednesday, July 1, 2015
- Technical Assistance: Tuesday, July 14, 2015
  *Staff will be available on these dates to provide technical assistance.*
- Applications and all attachments DUE: Friday, July 31, 2015, by 5:00 p.m.
- Awards notifications: Tuesday, October 27 – Tuesday, November 3, 2015
- Awards Ceremony: Tuesday, November 10, 2015, 11:00 a.m. – 12:00 noon
- Final Evaluation Report Due: Wednesday, November 16, 2016

**Questions**

For questions regarding grant application information, please contact Tara Weese, director of grants and initiatives, at tweese@spcf.org or 864.582.0138.

Staff will be available to provide technical assistance on Wednesday, July 14th, and Wednesday, July 29th. For questions regarding technical assistance, please contact Ashley Whitt, grants manager, at atwhitt@spcf.org or 864.582.0138.