



## NONPROFIT CAPACITY BUILDING GRANT APPLICATION GUIDELINES

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### OVERVIEW

In celebration of its 50<sup>th</sup> anniversary, the Community Foundation of East Central Illinois (CFECI) will be awarding \$50,000 in grants to strengthen the nonprofit sector as part of its vision of raising the quality of life throughout the region it serves.

A recent survey of nonprofits in East Central Illinois identified the need to support their capacity to achieve their mission and goals. In response, CFECI will provide grants of up to \$5,000 to eligible nonprofits for capacity building and technical assistance to improve an identified area of operations. These **Nonprofit Capacity Building Grants** require a 10% matching contribution.

### PURPOSE

Nonprofit Capacity Building Grants strengthen nonprofits by increasing their core systems and operations. By improving infrastructure, these time-limited projects help nonprofits more effectively carry out their missions – now and into the future. This grant program focuses on projects that improve capacity in an identified area of organizational operations, including (but not limited to):

- Communications
- Data management
- Diversity, equity and inclusion
- Financial management
- Fundraising
- Governance
- Leadership
- Mission & strategy
- Program delivery
- Program evaluation

### ELIGIBILITY

Eligible nonprofit organizations:

- Must be a charitable tax-exempt 501(c)(3) organization with no less than 2 years of operation. Organizations with an annual budget size of \$1 million or less will be given priority in funding consideration.

- Must be located in and serve residents of CFECI's [service area](#) which includes Champaign, Piatt, Ford, Iroquois, Vermilion, Edgar, Douglas, Coles and Moultrie counties.
- Applications must be for one of the following eligible capacity-building activities:
  - Board training and education
  - Staff training and leadership development
  - Strategic planning
  - Succession planning
  - Technology/software
  - Other assessment, consulting, 1:1 coaching, or facilitation that improves an identified area of organizational capacity.

## EXAMPLES OF CAPACITY BUILDING ACTIVITIES

Examples of capacity building projects include:

- **Leadership development:** supporting a leadership training experience for two or more members of the organization's leadership/ management team.
- **Planning activities:** including organizational assessments, strategic planning, fund development, communications/marketing, or business planning.
- **Board development:** may include activities such as leadership training, executive coaching, defining the role of the board, and strengthening governance.
- **Internal operations:** improvements to financial management, human resources or volunteer management.
- **Technology improvements:** IT capacity through upgrades to hardware and software, networking, websites, and staff training to optimize use of technology.

Applicants are encouraged to identify training, consulting and/or 1:1 coaching opportunities that best meet their organizational needs. Upon request, CFECI can provide a list of local consultants with various specialties in nonprofit capacity building.

## EVALUATION CRITERIA

The evaluation criteria are as follows:

- **Mission:** Is the organization's mission and programming valuable in raising the quality of life in the East Central Illinois community?
- **Impact:** Does the organization clearly identify one area of organizational capacity that the project will improve the organization's ability to fulfill its mission?
- **Readiness:** Does the organization demonstrate that this is a good time to undertake the project and show that it has a strong commitment from leadership, staff, board members and other stakeholders to assist with the project?

- **Project plan:** Is the capacity building project plan clear and achievable, with specific measurable goals?

## GRANT AMOUNT

Applicants may request up to **\$5,000**, which requires a 10% matching contribution from the applicant organization.

The Community Foundation will award up to **\$50,000** in grants.

## TIMELINE

- September 1, 2022 – **Application Opens**
- September 30, 2022 – **Application Closes**
- November 2022 – **Applicants notified of Application Status**
- January 1, 2023 – **Capacity Building Project Starts**
- By December 31, 2023 – **Project Ends**

## INTERESTED IN APPLYING

Organizations that are interested in applying are asked to submit a Nonprofit Capacity Building Grant Application to CFECI by September 30, 2022. [Click here for the grant application portal.](#)

## QUESTIONS?

Please contact [info@cfeci.org](mailto:info@cfeci.org) or call 217-359-0125. For additional information about the Community Foundation of East Central Illinois, visit [www.cfeci.org](http://www.cfeci.org)