SISTERS *of* CHARITY FOUNDATION
OF CANTON

Capacity Building Grant Program
Call for Proposals

Purpose

The Sisters of Charity Foundation of Canton is seeking proposals for projects that strengthen the organizational infrastructure of nonprofit organizations that:

- Serve residents of Stark, Carroll, Holmes, Tuscarawas, and Wayne counties, and
- Have missions that align with the Foundation's.

The goal of this grant program is to serve existing organizations by enhancing sustainability and organizational strength. Grants will be awarded for projects that focus on strategic vision and impact, governance and leadership, existing program delivery, resource generation, internal operations and management, evaluation and learning, and strategic relationships.

Parameters

Project Amount
$15,000 maximum per proposal.

Project Length
One or more years.

Allowable Costs and Activities

- Assessment of management and governance systems
- Board development
- Communications
- Evaluation of organizational effectiveness
- Evaluation systems
- Fiscal management
- Fund development planning
- Human resource management
- Leadership development
- Mergers or restructuring
- Staff training
- Strategic planning
- Succession planning
- Technology enhancements (website, software, CRMs etc.)
- Volunteer management systems
- Other compelling needs

Unallowable Costs and Activities

This grant program is not intended to supplant existing funding or impose an ongoing financial burden on recipient organizations. Therefore, the grants will not support:

- Activities the organization has budgeted for in the past
- Capital projects
- Computer Hardware (computers, laptops, tablets, etc.)

- Development or implementation of new programs
- Staffing Costs (no personnel costs, including wages or benefits or staff time to implement the project)

Eligibility

Eligible applicants are nongovernmental, nonprofit 501(c)(3) organizations that have missions in alignment with the Foundation's and that meet all of the following criteria:

- Serve Stark, Carroll, Holmes, Tuscarawas, and Wayne counties;
- Serve people experiencing poverty or other underserved populations;
- Focus on health, education, or social services; and
- Have annual operating budgets under $10,000,000.

Capacity building proposals from churches must specifically support health, education, or social service programs operated by the church, rather than overall organizational operations.

Reporting Requirements

1. At the end of the grant period, the grantee must submit a financial report detailing how the funds were used. The report must be submitted through the Foundation's online grant portal.

2. Grantees will be called together to participate in an in-person presentation highlighting:

   - The finished project and its objectives,
   - The project's tangible and/or anticipated benefits, and
   - Lessons learned along the way.

   This in-person presentation is intended to be an inspiring peer learning opportunity that fosters a culture of continuous improvement among our partners.

Application Process

Step 1: Letter of Inquiry

Submit a Capacity Building Letter of Inquiry through the Foundation's online grant portal. LOI questions include:

- A statement about how the organization's mission aligns with the mission of the Sisters of Charity Foundation of Canton
- Type of project (from the list of allowable activities above)
- A brief description of the proposed project
- The project's estimated total budget

Step 2: Application

If your letter of inquiry is approved, your organization will be asked to formally apply for funding. Applications must be submitted through the Foundation's online grant portal. Application questions include:

- Project outline
- Need for the project
- Project length
- Project manager (name, title and contact info)
- A description of how the project will benefit the people served by organization

- A detailed project budget

- A description of any efforts the organization has already made to work toward the desired outcome

- Quotes from consultants or organizations willing and needed to assist in the project

- Information about the organization:
  - Mission and vision;
  - Executive director;
  - Board of directors, term limit structure, and meeting dates;
  - Current budget,
  - Year-to-date financial statements, and
  - Most recent year-end financial statements.

Timeline

Applications will be accepted on a rolling basis. The Foundation's Board makes grant decisions quarterly. The following target dates align with each quarter's grant decisions.

LOI Submission	Application Submission	Grant Decision
November 1	December 1	March 1
February 1	March 1	June 1
May 1	June 1	September 1
August 1	September 1	December 1

Examples of Successful Projects

Below are examples of capacity building projects that were previously funded.

- A series of professional development opportunities for early childhood professionals that focused on how to deal with children's issues related to trauma and behavioral health.

- An organizational assessment, including the gathering of community stakeholder opinions, to inform the organization's strategic direction.

- Enhancements to training registration software and related website upgrades.

- Support for facility accreditation through the Commission on Accreditation of Rehabilitation Facilities.

- Technical support and web development services to enhance existing online fundraising and program tracking tools.

- The creation of a fund development plan and related training for board and staff.